

## **Health Services Assistant**

### **Job Summary:**

To assist Health Supervisor in monitoring and/or data analysis , training, policy and procedure development and daily administration of child/family/staff health, nutrition, and mental health services and education. Assist the Health Supervisor in creating and maintaining collaborations with community partners and health providers. Work in cooperation toward common goals with all other component areas (Education/ Disabilities, Family Services, etc.) within the Early Head Start/ Head Start program.

### **Essential Job Responsibilities:**

1. Provide direct support for Dental Prevention within Early Head Start/ Head Start centers
2. Assist with providing appropriate community health information and referrals for children/staff/ families.
3. Assist in responding to requests (phone, e-mail and written) from staff related to child health needs/concerns
4. Assist in the development and distribution of written and web based materials for children/staff/ families within the areas of (health, fitness, safety, nutrition, preventive health education, and mental health awareness)
5. Assist health supervisor with data collection and data entry related medical & dental home, medical and dental follow-up, and child health conditions, etc.
6. Assist family service staff in submission of child health forms to health care providers and monitor their completion.
7. Review/ evaluate children immunization and health records throughout the year
8. Assist with staff trainings within the areas of (health, fitness, safety, nutrition, preventive health education, and mental health awareness) as well as record keeping of CPR/First Aide training dates
9. Work with staff on filing and record keeping of electronic health records
10. Review/ evaluate children milestones within the agency database
11. Assist with creation and maintaining of MOUs and partnerships within the community
12. Perform other duties as requested

### **Compliance and Tracking**

1. Assist health supervisor with developing and maintaining written policies and procedures
2. Ensure health services materials are tracked and accounted for
3. Utilize Agency data base along with excel spread sheets to monitor site and program wide compliance deadlines for 45 & 90 Day screeners
4. Perform other duties as requested

### **Committees/ Planning**

1. Attend meetings, trainings and professional development activities as needed/ requested by supervisor
2. Assist with Health advisory board and policy council
3. Perform other duties as requested

### **Minimum Qualifications (Knowledge, skills and/ or abilities required)**

1. High School diploma / General Education degree (GED)
2. Microsoft office skills within (word, excel, publisher, power-point, one note, share points, etc.)