

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**  
**JOB DESCRIPTION**

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**POSITION:** **HEALTH ASSISTANT**

**DIVISION:** Early Childhood Development

**PURPOSE:** Works as an integral part of the Child Health & Safety Team to assure that Head Start Performance Standards are met in providing health care services to Head Start/Early Head Start children and their families.

**QUALIFICATIONS:**

Education: High school diploma. Current LPN certification or a minimum of an Associates Degree in a health related field.

Experience: One (1) year of work experience in a health related field, preferably with children aged birth to five years. Experience working with pregnant moms a plus.

**Skills, Abilities, and Knowledge:**

- a. Problem solving ability where independent judgment may be required.
- b. Ability to maintain confidentiality, and knowledge of HIPAA guidelines.
- c. Excellent interpersonal skills.
- d. Ability to maintain effective working relationships with staff and families.
- e. Effective oral and written communication skills. Legible handwriting for charting purposes.
- f. Machine and instrument operation may include use of calculator, photocopier, telephone, blood pressure cuff, stethoscope, vision screening instruments, hearing screening instruments, Lead Care II and Hemopoint machine, blood glucose monitor, or other specialized medical equipment.
- g. Knowledge of health care principles for infants, young children, and pregnant mothers.
- h. Knowledge of health care counseling and teaching techniques, and ability to provide health education to staff and families.
- i. Ability to achieve goals with minimal supervision.

**REPORTS TO:** Child Health & Safety Manager

**SUPERVISES:** None

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

Mental Concentration: Considerable concentration intermittently.

Interruptions: Occur constantly.

Confidential Information Used: Child and family health/mental health information, family economic information, family environment information, family nutrition information.

Physical Effort: Medium physical effort (up to 30 pounds)

Special Demands: Moderate travel .

Special Requirements: Current Act 33 and Act 34 and FBI/DPW clearance documentation at hire.

Valid PA driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Current LPN or other certifications as apply. Current CPR/First Aid certification.

Duties may include any or all of the following. This list is intended to be representative, not inclusive.

01. Assist in the collection of medical and dental data on enrolled participant.
02. Assist in maintaining and updating written and computerized health records including but not limited to current physical, dental and immunization records, lead and hemoglobin test values, and insurance information on each enrolled participant.

03. Review initial paperwork of all enrolled participants with suspected health concern(s).
04. Assist in maintaining health tracking records to assure that all children are up to date on a schedule of well child care.
05. Develop an Individual Health/Nutrition Care Plan for each child in the program with an identified health concern:
  - Obtains all needed medical documentation
  - Provides training to staff on care plans
  - Communicates ongoing with parents
  - Reviews and revises care plans ongoing
  - Provides on site assistance as needed
06. Actively participate in case management meetings and promotes communication between staff.
07. Assist in providing services to Expectant Families by conducting home visits, complete required paperwork and participating in the Pregnant Woman's Individual Care Plan meetings.
08. Administer sensory screenings to all enrolled children.
09. Administer lead and hemoglobin tests to children as the need is determined.
10. Responsible for filling health requisitions and supply orders for staff and maintaining adequate first aid supplies in all areas.
11. Assist in the coordination of and transportation to appointments for medical visits.
12. Provide staff and parent training or presentations in health, safety and nutrition.
13. Provide first aid treatment as needed and within the limits of professional training.
14. Aids staff and families in understanding the roles that health and nutrition play in individual development and family life.
15. Provide on going support to staff and families regarding identified health concerns:
  - Classroom checks
  - Home visits
  - Resource information
16. Schedule dental clinics ongoing to include all children in need of oral health services.
17. Participate in community events and on agency committees to educate the community on healthy life styles.
18. Plan, attend, and participate in advisory meetings when necessary.
19. Assists Child Health & Safety Manager in determining appropriate health services and treatment.
20. Attends in-services, workshops, training, and appropriate meetings as deemed necessary.
21. Performs related work as required or requested.

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE:** E**HOURLY WAGE:** \$11.44**HOURS PER WEEK:** 40  
Possible non-traditional