

**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 and Safety team to assure that Head Start Performance Standards are met in providing health care services to 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 zero to five years.

**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, Hemocue, lead screening instruments, blood glucose monitor, or other specialized medical equipment.
- g. Knowledge of health care principles for young children.
- 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 and 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 Demands: Good physical and mental health. Moderate effort in predominantly standing or seated position, but job may require extensive standing and moving about at times. Must be able to lift up to 50 lbs.

Special Demands: Moderate travel, potential eyestrain.

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

Duties may include any or all of the following. This list is intended to be representative.

01. Collects health assessment and screening data and coordinates the timely delivery of health services.
02. Maintains and updates written and computerized health records, including but not limited to current physical, dental, and immunization records, lead and hemoglobin test values, and insurance information for each enrolled participant.

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03. Maintains health tracking records to assure that children are up to date on all required screenings, medical and dental examinations, and immunizations.
04. Assists in the coordination of and transportation to appointments for medical visits.
05. Participates in and provides staff and parent training or presentations in health, safety, and nutrition.
06. Develops an Individual Care Plan for every child in program who has an identified health concern. Updates care plans as necessary, and informs all members of the child's care team of any changes enacted by Health. Provides a copy of the child's care plan to parent or guardian, and informs of any changes.
07. Actively participates in case management meetings and promotes communication between members of the child's care team.
08. Aids staff and families in understanding the roles that health and nutrition play in individual development and family life.
09. Assists in assessing the health and nutritional status of children and their families from available health records and dietary histories.
10. Assists Child Health and Safety Manager in determining appropriate health services and treatment.
11. Provides first aid treatment as needed and within the limits of professional training.
12. Assists in completing and/or reviewing initial paperwork for Head Start children and families.
13. 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:** \$11.04**HOURS PER WEEK:** 40  
Possible non-traditional