

**JOB DESCRIPTION**

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**Position:** Health Services Specialist

**Division:** Early Childhood Development

**Employment Classification:** Non-Exempt

**Reports To:** Child Health & Safety Manager

**Supervises:** None

**Summary/Purpose:** The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The Health Services Specialist will work 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/Early Head Start children, pregnant women, and their families. The Health Services Specialist will have knowledge of health care principles for young children, health care counseling and teaching techniques, and be able to provide health education to staff and families. The ideal candidate will have excellent interpersonal skills, the ability to utilize independent judgement and be an effective oral and written communicator allowing them to collaborate with a varied population of individuals.

**Qualifications & Requirements:**

**Education:** Minimum Certified Medical Assistant, or Diploma in Medical Assisting with Certification, or other health related fields.

**Experience:** One year experience in health related field, preferably working with the provision of community health services to infants/toddlers or preschool age children and their families.

**Mental Concentration:** Considerable concentration intermittently

**Interruptions:** Occur constantly

**Physical Demands:** Medium physical effort (up to 30 lbs.) consistently, in a predominantly standing or seated position. May require extensive standing and moving occasionally.

**Special Demands/Requirements:** Moderate travel. Valid driver's license, verification of car insurance coverage (validated yearly minimum), as well as reliable transportation . Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire.

**Confidential Information Used:** Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health, and developmental status, individual or family economic detail, environmental information, and personnel data.

**Essential Job Duties: to be performed with or without reasonable accommodation**

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

1. Collects health assessment and screening data and coordinates the timely delivery of health services.
2. Maintains and updates health records, including current physical, dental and immunization records, lead and hemoglobin test values and insurance information or each participant.
3. Monitors health records to assure that children remain current on all required screenings, medical and dental exams, and immunizations.
4. Assists in the coordination of and transportation to appointments for medical visits.
5. Participates in and provides staff and parent training or presentations in health, safety, and nutrition
6. Develops and manages individualized care plans for children with identified health needs, ensuring

plans are updated as needed and communicated to all member of the child's care team and parents or guardians to support coordinated care.

7. Actively participates in case management meetings and promotes communication between members of the child's care team.
8. Aids staff and families in understanding the roles that health and nutrition play in individual development and family life
9. 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. Attend all professional development trainings, meetings, and events as necessary.
14. Perform other duties and assist with special projects as assigned.

**Corporate Expectations:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who 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:**

F  
H

**HOURLY WAGE:**

Diploma/CMA \$19.45  
Associates/LPN, RN \$20.53

**HOURS PER WEEK:**

40  
Possible non-traditional