

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

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POSITION: **HEALTH SERVICES COORDINATOR**

DIVISION: Early Childhood Development

PURPOSE: To track the ongoing health care of all HS/EHS children serviced for each program year and to help families keep their children up to date in accordance with ACYF Performance Standards, current Head Start guidelines and the Pennsylvania's Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program working with parents, program staff and the medical community. This includes the health, nutrition, oral health, mental health and disabilities services areas.

QUALIFICATIONS:

Education: BA in health information management or specialized associate degree in medical office administration.

Experience: Experience in health/mental health/special needs.

Skills, Abilities and Knowledge:

- a. Ability to apply independent judgment
- b. Excellent oral and written communication skills
- c. Ability to achieve goals with little supervision
- d. Ability to maintain confidentiality
- e. Ability to motivate others
- f. Machine operations could include calculator, computer, photocopier, telephone, postage meter, etc.
- g. Knowledge of Performance Standards, policies and procedures, Head Start philosophy and program operations.
- h. Knowledge of and ability to use Microsoft Word, Access, Excel

REPORTS TO: Child Health and Safety Manager

SUPERVISES: No direct reports but responsibility to direct employees as set forth below in responsibilities

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

Mental Concentration: Moderate concentration intermittently.

Interruptions: Occur constantly.

Physical Effort: Medium physical effort (up to 30 pounds) in predominantly sitting position.

Confidential Information Used: Personnel related information, mother, child and other family members' health, nutritional, economic and family environment information.

Special Demands: Moderate travel, potential eye strain.

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

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

- 01. Inputs and monitors health, nutrition, mental health and disabilities services data on Head Start/EHS/CCP.
- 02. Attends meetings with individuals, parents, public, Early Head Start children and families, and private agencies as directed by supervisor.
- 03. Participates in meetings, job related training and continuing education programs as required by supervisor or Head Start regulations.
- 04. Works with consultants and service area staff as directed by management.

05. Plans, attends and participates in advisory meetings when necessary.
06. Assists in review of initial paperwork of all Head Start/EHS/CCP children.
07. Collects and tracks all health documentation submitted to office by staff, parents and medical facilities.
08. Establishes and maintains a positive and collaborative working relationship with local physicians and dentists.
09. Assists in the filing of all health documentation entered into ChildPlus into the children's office files.
10. Assists LPNs when administering of lead and hemoglobin testing lab and insuring that testing is done with the time guidelines.
11. Provides training to staff and parents in the Health area as directed.
12. Reviews completed sensory screenings and growth assessment results to assure data is entered accurately into ChildPlus.
13. Retrieves necessary reports for health, nutrition, mental health, and disability services in coordination with supervisor.
14. Reports health documentation to all staff and supervisors as directed.
15. Submits a weekly statistical report to the grantee and management staff and a monthly report to the Policy Council.
16. Meets regularly with home visiting staff and Child Care Partner Coordinator to discuss health requirements and needed follow up completing the Child Health & Safety Checklist on each enrolled child.
17. Assists Child Health & Safety Manager as directed in the development and/or revision of procedures, forms and/or policies.
18. Works and coordinates with IT Supervisor to develop and educate staff in becoming more familiar with ChildPlus attending training on ChildPlus updates as required.
19. Insures that health data is correctly populating the Program Information Report (PIR) and to provide accurate documentation for reviews.
20. Performs other duties as defined by the Head Start Director and/or Assistant Director when additional work is necessary to fulfill the obligations of the organization.

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: H**HOURLY WAGE:** \$24.47**HOURS PER WEEK:** 40
Possible non-traditional**EMPLOYMENT CLASSIFICATION:** Exempt