

CAPE, INC.

Job Title: **Health Specialist** *(Start Salary: 48k - 51k based on experience and qualifications)*

Classification: Exempt, Fulltime, 12 months/ 40 hours per week

Position Description: The Health Specialist oversees activities in the area of Health and Child Safety in order to implement agency goals and policies and the Head Start Performance Standards and serves as the content specialist. As a part of services support and planning, the Health Specialist participates in developing agency Policies and Procedures, monitoring and assessing program performance, and planning and carrying out staff, parent, and EHS partner training.

Primary Responsibilities:

- Provide training and guidance to staff, parents, and community partners on a variety of pertinent topics in the area of health and health services
- Responsible for on-gong monitoring, tracking, follow-up and analysis of health services
- Maintain record keeping and reporting systems, schedules, timelines, and policies and procedures for health services in accordance with Head Start Performance Standards, and applicable federal, state, and local laws and regulations
- Ensure coordination of communication with staff, parents, program consultants and community to enhance services to children and families
- Work with the Health Advisory Committee to achieve health goals and to ensure that services for families are available and accessible. Recruit parents and community professionals to serve on the committee
- Schedule and oversee Health Advisory Committee meetings
- Coordinate annual Health Fair and follow-up health screenings
- Ensure that all enrolled children have received required health and dental screenings within specified time frame
- Ensure that enrolled families are linked with ongoing source of health care. Assist parents in the selection of health providers. Coordinate with community health care professionals to provide needed health services
- Represent CAPE at community meetings relating to health care issues.
- Maintain ongoing communication with local health care providers
- Maintain updated files on community health information for the newsletter and other needs
- Plan, schedule and implement (if necessary) health and safety related training for staff and parents
- Maintain a positive working relationship with state and local health agencies and providers. Serve as an advocate with community health care agencies for CAPE families

- Represent the areas of Child Health and Child Health and Safety in all program reviews
- Develop, revising as needed, policies relating to health, safety and emergency practices
- Assist classroom staff with curriculum resources in health, dental and nutrition
- Promote health and safety practices in the program by coordinating safety, sanitation, first aid and emergency procedures
- Order, distribute and maintain an inventory of medical/dental supplies for program use
- Work with the Center Operations Manager to coordinate emergency and disaster preparedness
- Review, evaluate and interpret health records and other health service data, as required
- Compile statistics for annual PIR and immunization report to Alameda County
- Attend all staff meetings and trainings as required or requested
- All other duties as assigned

Education:

- Prefer BA degree in health related field (public health, nursing, health education, health administration)

Other Requirements:

- 3 years of previous work experience
- Knowledge of and experience with a broad range of Tri-Valley community health resources and agencies
- Knowledge of the needs and challenges of low-income families and demonstrated ability to work effectively with them
- Experience with ethnic and cultural minorities
- Strong organizational skills
- Computer skills including familiarity with Word and Excel. Child Plus or database experience preferred
- Bi-lingual skills desirable.