

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Basic Prekindergarten Supervisor

GENERAL RESPONSIBILITIES

1. Conforms to all of the Head Start Performance Standards in 45 Code of Federal Regulations (CFR) Part 1304 related to child health, safety and nutrition.
2. Documents health activities and services to families of Head Start children.

SPECIFIC RESPONSIBILITIES

1. Works directly with the Basic Prekindergarten staff by providing health and safety information, training, and resources to support the curriculum and parent training.
2. Schedules and monitors all dental screenings and dental follow-up services with local providers.
3. Schedules and monitors the vision, hearing and height and weight screenings and provides referral information for those children who require follow-up care.
4. Reviews all Head Start dental bills to determine the accuracy and appropriateness of the charges.
5. Creates and maintains specialized office files. Files letters, health reports and related technical information in the prescribed manner.
6. Maintains a comprehensive and working knowledge of computer systems and programs such as Microsoft Word, Excel, Power Point, Electronic Mail, TERMS, and other programs as may become necessary. Attends training when offered.
7. Maintains an inventory of health supplies, screening materials and equipment. Up-dates and follows recommended maintenance schedules on all screening tools.
8. Assists in the preparation and maintenance of department records. Assists in the preparation of the department's budget(s) and provides health information for the annual Program Information Report (PIR) and the Community Needs Assessment.
9. Maintains a record of all health activities and provides a written summary for the Head Start Director's Report and information to be shared during regularly scheduled management meetings.
10. Participates in Policy Council meetings, parent meetings, community meetings and staff meetings to improve health education and services.

11. Establishes a Health Services Advisory Committee and maintains records of all meetings.
12. Trains and monitors the activities of the Health Service Workers.
13. Schedules or provides training for Prekindergarten staff in the areas of First Aid and CPR
14. Performs other duties as assigned.