

JOB DESCRIPTION

TITLE HEALTH SERVICE WORKER
HEAD START/BASIC PREKINDERGARTEN

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate required. Must have an understanding of group/team work and collaborative skills. Ability to work with limited direct supervision and possess the skills to be self-motivated and focused on daily tasks. Ability to interview potential families and complete registration forms with accuracy and efficiency and maintain confidentiality of all information. Ability to use standard office equipment including telephone, computer, copying machine and calculator. Ability to use vision and hearing screening devices. Basic computer skills required (i.e., ability to use email, Child Plus, shared calendars).
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents, employees or organizations. Bilingual (English/Spanish or Creole) preferred.
Mathematical Skills	Ability to add and subtract two digit numbers and to multiply and divide using whole numbers. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	CPR/First Aid, Driver's License, Van Training Certificate from Transportation Dept.
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in situations where only limited standards exist.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear; sit; stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee occasionally lifts and/or moves up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

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. While performing the duties of this job, the employee is often exposed to outside weather conditions and unairconditioned housing. The noise level may range from quiet farmland, to busy street sounds.

REPORTS TO

Supervisor of Basic Prekindergarten

GENERAL RESPONSIBILITIES

1. Provides services to Head Start and Basic Prekindergarten children and provides health screening, assistance to parents regarding treatment and follow-up documentation of all health services.
2. This is a district-wide position and will require travel to several sites located in Collier County to complete job related responsibilities for all assigned Prekindergarten classrooms.

SPECIFIC RESPONSIBILITIES

1. Reviews health history of assigned children for health concerns and medical recommendations.
2. Assists staff with the 45/90 day health screening for all children at the beginning of the year.
3. Conducts health screenings on all children who enroll after the mass screening is conducted at all assigned sites.
4. Enters health screening results into Child Plus and monitors all rescreens as needed.
5. Sends health screening results to Family Service Workers for distribution to parents.
6. Maintains records of family insurance and works with Family Service Workers when further verification is needed.

7. Enters documentation of scheduled and completed medical treatments and dental services in Child Plus
8. Prints health screening reports and distributes to Family Service Workers and Teachers.
9. Tracks physical and immunization records to ensure all children are current; notifies Family Service Workers and parents when up-dates are required.
10. Safely operates vehicles assigned by the program and participates in van training to obtain certificate.
11. Obtains and maintains training and certification for CPR/First Aid.
12. Supports parent involvement in their child's well child care by sharing health related training information and referrals. This may be done through a home visit or conference.
13. Attends meetings, workshops or conferences as requested by the Basic Prekindergarten Supervisor or designee. This may involve evening and weekend job responsibilities.
14. Meets Head Start Health and Safety Performance Standards for health services by following screening schedules and maintaining all required documentation records.
15. Conducts home visits and transports parents and children to appointments. This may involve evening and weekend job responsibilities.
16. Performs other duties as assigned.