

Health Assistant

In order to support healthy growth and development of all program participants and to help families understand the link between health and school readiness, the Health Assistant assists in coordinating child health screening, record keeping and health related follow up services for the program. The Health Assistant trains and mentors program staff and families in the areas of health, dental health, nutrition and child safety.

ESSENTIAL FUNCTIONS

Key Performance Area – Physical Health Services

Initial Health Screening:

- Collaborate with parents, staff, and the community to assure that all children enrolled have health screening and follow-up services within 45 days of enrollment into the program
- Performs hearing and vision screenings on all students within 45 days of enrollment
- Assists teaching staff with heights and weights recording
- Assists in communicating with health professionals to clarify notes on physical examinations and immunization records

On-Going Physical Health Services:

- Provide follow-up screening as needed for children enrolled
- Observe and provide feedback to classroom staff which will assist them in incorporating physical health activities into the classroom routine
- Provide wellness checks as needed for children with suspected illnesses
- Assist in caring for ill children waiting for their parents to pick them up from school
- Assure compliance with Municipality of Anchorage Licensing Codes for children's health records
- Assure confidentiality of child medical records in compliance with the Health Insurance Portability and Accountability Act (HIPAA)

Nutrition Services:

- Compile master Costco order for meals and food services supplies
- Collect and monitor Monthly Temperature Logs for accuracy and completeness
- Compiles monthly menu using 6-week cycle menu
- Collect originals of weekly attendance
- Review monthly menus for CACFP compliance and accurate substitutions
- Creates infant menus that follow CACFP guidelines based on parent input following the infant menu procedures
- Measures food provided by vendor once a week to ensure minimum CACFP portion sizes are being provided

Dental Services:

- Provides assistance to community dental partners, as needed, during center screenings
- Order dental care supplies for the program as needed
- Assist in coordinating dental health activities in the classrooms and during family events
- Assure use of oral health curriculum in the classrooms through observation and feedback
- Update list of pediatric dental providers who accept Medicaid as needed

Family Partnerships:

- Assist parents in understanding the importance of good health, nutritional, and dental habits
- Creates and distributes referrals to families along with providers guides to complete necessary follow-up
- Assist in collaborating with health professionals, staff, and parents to assure necessary follow-up services

Staff and Parent Training:

- Trains all new staff on health and nutrition topics during orientation
- Assist Health & Nutrition Coordinator in providing periodic training to staff in the area of physical health

Position Description

- Assist Health & Nutrition Coordinator in providing training to staff and parents in health interest areas as requested
- Assist staff training in the administration of health medications as prescribed by healthcare providers
- Assist in planning and scheduling training for staff and parents in the area of health
- Maintain certification as CPR instructor
- Coordinate and facilitate staff CPR trainings as needed during the year

Key Performance Area – Community Partnerships

Current resources and community connections:

- Provide referral resources for nutrition, dietary, health, and dental services in the community
- Provide resources to staff and families as needed to help connect families with health services
- Attend community health fairs and other community events as requested

Community collaboration:

- Assist Health & Nutrition Coordinator in organizing and participate in Health/Nutrition Services Advisory Committee
- Collaborate with other community health services providers through meetings, discussions, and other forums as requested by Management
- Distribute KCI child applications quarterly and as needed

Key Performance Area – Monitoring

- Assure compliance with applicable laws by monitoring health, nutrition, and dental health information to assure completeness and accuracy
- Monitor lesson plans and classroom activities to assure health, nutrition, and dental activities are incorporated
- Assist in inputting data into the Kids' Corps data base
- Assist in health related family staffing
- Monitor first aid supplies and kits to assure supplies are adequate and unexpired
- Monitor medication administration and storage
- Conduct quarterly health and nutrition checklists at all centers
- Conducts quarterly CACFP site reviews

Key Performance Area – Work Habits and Practices

- Report to work, on a regular basis, as scheduled
- Function as an effective team member
- Demonstrate a commitment to Kid's Corps, Inc. mission, values, policies, and procedures in the performance of job duties
- Continue to increase professional knowledge, skills and competencies in job related areas; incorporate and demonstrate new knowledge and skills while performing duties
- Maintain confidentiality of program information, staff information, and participant information
- Attend and participate in staff meetings and training sessions
- Demonstrate professional conduct and behavior
- Accept responsibility for seeking assistance and guidance when needed to effectively perform duties
- Incorporate constructive direction from supervisor to improve job performance
- Accept responsibility for quality job performance and make changes as needed

Key Performance Area – Recordkeeping and Reporting

- Inputs data into Kids' Corps database as requested
- Assures accuracy of child file information by logging communications with families in the Family Contact Log in the Kids' Corps database
- Filing information received according to guidance provided
- Record follow-up, referrals, etc. in child files and in Kids' Corps database as needed
- Provide information to Health and Nutrition Coordinator for inclusion in agency monthly report
- Provides accurate and timely timesheet to account for work hours

Key Performance Area – Communication

Position Description

- Assure continuous and timely flow of verbal and written communication to and from other staff, supervisor, program participants, and the community. Conduct communication in an effective, respectful, timely, and supportive manner
- Prepare and provide timely and accurate written reports as required or requested
- Follow calendar, Teamwork Times, Center Newsletters, and memoranda to assure current knowledge of agency happenings
- Contribute to Teamwork Times (monthly recipe), parent fliers, and other center information to keep parents informed of health nutrition and dental events for the center

MARGINAL FUNCTIONS

Perform other assignments as requested by supervisory staff

Daily adjustments to schedule may be necessary to meet the needs of families as requested

Participate in planning processes as directed

Position Information

Reports to: Health and Nutrition Coordinator

Supervises: None

Requirements: High School Diploma/GED with experience in the health, nutrition, and/or dental services fields

Required Certification and Licenses: Driver's License (requires daily access to personal vehicle that is insured for purposes of center visits throughout each work day)

Prefer: Bi-lingual (fluent written and verbal), Certificate in health, nutrition, or dental fields (i.e. CNA, nutritional support, oral healthcare, etc.) or related area

Starting Salary:

Training or Credential + HS/GED	2-Year Degree	4-Year Degree	Graduate Degree
\$16.19	\$17.36	\$18.52	\$21.30

Introductory Period: 90 Days

Other Requirements:

Certifications:

Appropriate and current First Aid and CPR certification

Current and approved background check with Municipal Licensing (requires fingerprinting and Interested Person's Report from the State of Alaska)

Proof of United States employment eligibility as required on the I-9 form

Abilities:

Must be able to evacuate self, children, and parents from building safely in the event of an emergency

Able to work cooperatively with other adults

Able to maintain confidentiality of program information

Effective written and verbal communication abilities

Physical Abilities:
See attached list

This Job Description describes the essential functions and qualifications for the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature below indicates that you have read the job description and understand the essential functions of your position.

PAYROLL INFORMATION:

- Timesheets are due every other Friday.
- Pay dates bi-weekly, alternating Friday's from timesheets.
- Payroll checks are direct deposited or mailed to employees on the pay date.
- All positions are contingent upon Policy Council Approval.
- This position is dependent upon availability of funding (all positions are grant funded).

All positions may be required to work occasional evening and/or weekend (usually Saturday)

Personnel Policies and Procedures are available on the Internet at <http://kcialaska.org>

All employment with Kids' Corps is "at will". This means that the employee or Kids' Corps may terminate employment at any time and for any reason with approval from the Head Start Policy Council. No term of employment is expressed or implied by this job description.

Employee Signature: _____ Date: _____