



Job Description

Job Title: Health Associate

(Grade 4)

Department: Head Start

Supervisor's Title: Health Enrollment Family Manager

1. General Purpose of the Job: To assist the Health Content Coordinator in monitoring and daily administration of health, dental, and nutrition services in accordance with Federal Head Start Performance Standards.
2. Minimum Level of Education/Experience Required: Requires a degree in Medical Assisting, Nurse Assistant Certification, or a degree in health, human services or closely related field. Work experience in a health care office, care coordination, or with maternal or child health preferred. Requires familiarity with common microcomputer word processing, database, spreadsheet, internet and email applications.
3. License or Certificate Required:
 - A. Valid Iowa or Illinois Driver's License
 - B. Proof of current automobile insurance
4. Primary Duties and Responsibilities:
 - A. Assist with the implementation of all health, dental and nutrition related areas of the Federal Head Start Program Performance Standards and Iowa DHS Licensing.
 - B. Assist in coordinating the delivery of child health, oral health, and nutrition services and follow up as directed.
 - C. Establish and maintain individual health records, which include documentation of services and follow-up services as required by the program performance standards.
 - D. Effectively utilize child tracking database and other software applications to accurately input health, dental, and nutrition records in the program's systems.
 - E. Assist in responding to requests (phone, email and written) from staff, parents, or other component areas related to child health needs or concerns.
 - F. Works with an interdisciplinary approach with content area staff, center staff, families, and the community to achieve program standards in the health component area.
 - G. Affirm each parent's role as the primary health care provider of their child and affirm the importance of establishing a medical and dental home.
 - H. Assist families with scheduling medical or dental appointments as necessary.
 - I. Maintain professional attitude and confidentiality of all records and information.
 - J. Complete home visits, as requested or indicated, with families to ensure comprehensive services are received.
 - K. Assist with monitoring the administration of all medications according to Iowa law, with accurate documentation.
 - L. Promote positive mental health practices for children, families, and staff.
 - M. Promote dental/oral health practices for children, families, and staff.

- N. Promote partnerships with other health organizations, including WIC and Community Health Care.
- O. Participate in training as requested.
- P. Assist with ordering supplies and equipment as requested.
- Q. Assist in the classroom as requested in the absence of other staff, following all licensing and performance standards.

5. Physical Demands:

A. Approximate amount of on-the-job work time spent in the following activities:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle, or touch				X
Reach above shoulders			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell		X		
Use foot/feet to operate machinery	X			

B. Approximate amount of force to be exerted or weight lifted:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Up to 10 Pounds				X
Up to 25 Pounds			X	
Up to 50 Pounds			X	
Up to 100 Pounds	X			
More than 100 Pounds	X			

Description of the specific job duties requiring the physical demands listed above: The classroom environment requires staff to be active and engaged with children, which includes standing, moving about, sitting on the floor, crouching to talk to children at their eye level, etc. Lifting infants, toddlers, and preschool children can result in lifting and/or carrying a child weighing as much as 60 pounds.

6. Tools/Equipment Used:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Personal Computer		X		
Small kitchen appliances		X		
Motor Vehicle Operation		X		

7. Work Environment:

A. Approximate amount of exposure to the following environmental conditions:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Risk of electrical shock	X			
Vibration	X			
Work/job related travel		X		

B. Amount of noise typical for the work environment for this job: Moderate to loud noise typical to a preschool classroom environment.

C. Specific job duties affected by the environmental conditions described above: Cleaning duties necessitates using some supplies with potentially caustic materials. Playground supervision requires staff to be outdoors when weather reasonably permits. Travel is required to complete the required home visits and to participate in training.

8. Protective Clothing/Equipment Required: None.

9. Supervisory Responsibilities: None

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date

Job Description Last Reviewed: 1/30/19 By: RL