



Health Specialist Job Description

Department: Head Start/Early Head Start

Pay Grade: 4

Supervisor's Title: Health and Nutrition Director

General Purpose of the Job: Provide quality health, dental, and nutrition components for Head Start children and their families.

Minimum Level of Education/Experience Required: Requires Bachelors in human services or closely related field. Work experience in health care and/ or working with parents with young children preferred.

License or Certificate Required: In addition to the above requirements, must have a valid Iowa or Illinois Driver's license.

Supervisory Responsibility: None.

Eligible for Telecommuting: Yes.

Schedule: Flexible.

Primary Duties and Responsibilities:

- A. Provide comprehensive health, dental, and nutrition services.
- B. Assist in all facets of health, dental, and nutrition to assure full compliance with DHS Licensing Standards and Head Start and Early Head Start Performance Standards.
- C. Regularly visit and work at the centers for direct contact with children and families.
- D. Effectively utilize child tracking database and other software applications.
- E. Accurately input all pertinent data into program's data tracking systems.
- F. Assist in maintaining full enrollment by entering data and producing enrollment reports in a timely manner.
- G. Follow CACFP regulations and guidelines.
- H. Coordinate child health and development screenings and follow up, as directed.
- I. Monitor required follow-up actions, and make supervisory staff aware when these services have not occurred.
- J. Work with Center Managers, Family Partnership Specialists, and parents to assure that enrolled children are up to date on health, dental, nutrition, and developmental requirements.
- K. Assist in the provision of training and support to classroom staff to ensure all standards of Health are fully met.
- L. Maintain professional attitude and confidentiality of all records and information.
- M. Prepare reports as assigned.

Physical Demands	Rarely or never	Up to 1/3 of the time	1/3 to 2/3 of the time	2/3 of the time+
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			
Lift up to 10 Pounds		X		
Lift up to 25 Pounds	X			
Lift up to 50 Pounds	X			
Lift up to 100 Pounds	X			
Lift More than 100 Pounds	X			
Use routine Office Equipment		X		
Use computer		X		
Use small kitchen appliances		X		
Motor vehicle operation		X		
Work in wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Work near fumes or airborne particles	X			
Work with toxic or caustic chemicals	X			
Work in outdoor weather conditions	X			
Work near risk of electrical shock	X			
Work with or near vibration	X			
Work/job related travel		X		
Noise: Moderate to loud noise typical to an office environment.				
Protective Clothing/Equipment Required: 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: 3/27/20 By: JB