

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PUPIL SERVICES
CLASSIFICATION: CLASSIFIED
JOB TITLE: HEALTH SPECIALIST

BASIC FUNCTION:

Under the direction of the Program Director or designee, oversee and maintain high-quality health, oral health, and nutrition services that are developmentally and culturally appropriate and that support the growth and development of all children ages 0-5 years. Communicate with parents regarding healthy development, and coordinate and collaborate with community partners. Ensure program performance standards and requirements are monitored and followed throughout health services.

REPRESENTATIVE DUTIES:

Develop and implement a comprehensive health, oral health and nutrition program for infants, toddlers and preschool age children. **E**

Provide as liaison and advocacy between the communities medical, dental, and Social Services agencies. Maintains health requirements (dietary needs, immunizations, and physicals) for program operation and compliance. **E**

Conduct and analyze nutrition assessments on all enrolled individuals. **E**

Ensure that enrolled children have necessary nutrition, oral health and health services that are tracked and monitored. **E**

Complete hearing and vision screenings; arrange for dental screenings and assist staff/parents in accessing follow up dental care for children. **E**

Oversee logging and tracking of well childcare in accordance with the Child Health and Disability Prevention periodicity schedule. **E**

Prepare, design and/or obtain educational materials on topics related to nutrition, dental, and health for distribution. **E**

Provide professional expertise in areas of health, oral health and nutrition (e.g. meal/diet strategies, breastfeeding, problem resolution, etc.), promote, and provide guidance to families and staff. **E**

Promote effective dental hygiene among children and families at home and in program. **E**

Monitor height and weight of enrolled children and provide follow-up when needed. **E**

Monitor emergency management/disaster preparedness plans. **E**

Manage and train staff on health and safety, precautionary, hygiene, and Administrative Safety Procedures related practices. **E**

Design intervention system displays for focused areas. **E**

Review menus to ensure that they meet Child Care Food program recommendations and standards, are culturally and developmentally appropriate, and meet special dietary needs. **E**

Close collaboration directly with a registered Dietician, Nutritionist, and licensed mental health consultants with appropriate qualification and CCOE Food Service Supervisor. **E**

Analyze menus and diet for nutritional adequacy, individual, cultural differences, and special needs of all children. **E**

Oversee to ensure compliance with State sanitation regulations and established safety procedures, and provide training to staff as needed. **E**

Consult and collaborate with staff regarding program coordination. **E**

Assist staff in ensuring that children remain up to date on all program requirements, which includes immunizations, health, oral health and nutrition requirements during enrollment, and throughout the program year. **E**

Provide training to staff to enhance the quality of classroom socializations and child nutrition and health education and related activities. **E**

Provide training and technical assistance to staff with regard to working with parents of children who are of high-risk in nutritional and health status. **E**

Complete the California Immunization Report yearly for submission to Colusa County Department of Health and Human Services in collaboration with staff responsible for data input. **E**

Write and update the component Area Plans and procedures as needed. **E**

Organize and participate as necessary in providing health and oral health, and nutrition education trainings/workshops for parents and staff. **E**

Coordinate and collaborate with the Special Needs Coordinator and the Special Education School Nurse regarding health issues, concerns, and/or screening test results of special needs children. **E**

Assist with the compilation of supportive documents for grant applications, community needs assessments, and reports. **E**

Participate in on site reviews. **E**

Participate in the coordination of meetings, staff meetings, and professional development trainings as requested. **E**

Provide specialized assistance for enrolled children with special dietary and health needs. **E**

Develop good public relations that promote Children's Services as a valuable resource in the community, particularly with nutrition and health related agencies including the facilitation of the Health Advisory Committee. **E**

Assist in development of budget and monitor expenditures in the area of health, dental and nutritional supplies and equipment. **E**

Conduct classroom visits. **E**

Write newsletter articles as needed. **E**

Perform related duties as assigned. **E**

EDUCATION AND EXPERIENCE:

BA/BS in Health related field and two years of experience in field of expertise.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

Valid First Aid and CPR Certificate

Bilingual (English/Spanish) desirable, but not required

Proof of the following immunizations: Measles, Pertussis and Influenza. Staff must submit proof that they have received or declined the Influenza vaccine to the Administrative Program Specialist every year between August 1 and December 1.

Preschool Audiometric and Vision Screening Certification. May be obtained as part of employment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Head Start Performance Standards and/or California Department of Education Program Requirements

Planning, organization and direction of a variety of Nutrition and Prevention programs and services

Knowledge of and sensitivity to the needs of families of different cultures

Record-keeping techniques

Community resources

Budget management

First Aid, CPR, nutrition terminology, rules and regulations related to Nutrition Promotion and Prevention services

Nutrition Education curricula and presentation techniques

Modern office practices, procedures and equipment

Oral and written communication skills

Principles and practices of supervision and training

Applicable laws, codes, regulations, policies and procedures

Interpersonal skills using tact, patience and courtesy

Computer hardware and software in order to perform word processing, information retrieval and maintenance of data

Correct English usage, grammar, spelling, punctuation and vocabulary

ABILITY TO:

- Plan, organize and administer Nutrition, Health and Dental Promotion and Prevention services
- Coordinate with other health professionals
- Read, interpret, apply and explain rules regulations, policies and procedures
- Plan and organize work, maintain records and prepare reports
- Establish and maintain cooperative and effective working relationships with others
- Provide technical assistance in the conduction of mandated screenings
- Conduct in-service training sessions and workshops
- Develop and plan effective strategies for programs
- Supervise and evaluate the performance of assigned staff
- Utilize community agencies and organizations effectively
- Communicate effectively both orally and in writing
- Observe health and dental health laws, rules and regulations
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Seek out and utilize community
- Lift and carry objects weighing up to 40 pounds
- Operate a computer to complete reports and maintain data
- Operate a vehicle to conduct work
- Operate a variety of office equipment to perform assigned duties

WORKING CONDITIONS

ENVIRONMENT:

- Office, classroom and field settings
- Constant interruptions
- Interaction with individuals from diverse backgrounds and with special needs

PHYSICAL ABILITIES:

- Seeing to observe children
- Seeing to read and prepare a variety of documents and reports
- Hearing and speaking to exchange information and make presentation
- Hearing and speaking to exchange information in person or on the telephone
- Sitting or standing for extended periods of time
- Bending at waist, kneeling and squatting
- Lifting, pushing, pulling and carrying objects weighing up to 40 pounds
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Reaching overhead, above the shoulders and horizontally to retrieve and store materials
- Drive a vehicle to conduct work

HAZARDS:

- Potential for contact with blood-borne pathogens and communicable diseases
- Contact with individuals displaying physically aggressive, self-abusive, or socially undesirable behavior.

Employee Group: Classified – Unrepresented
FLSA Status: Non-exempt
Salary Schedule: 210
Approval Date: July 2017