



JOB DESCRIPTION

<u>TITLE:</u>	Health Service Coordinator
<u>CATEGORY/DEPT:</u>	Early Education
<u>REPORTS TO:</u>	Early Education Director
<u>REPORTING STAFF:</u>	None
<u>STATUS:</u>	Non-Exempt

AGENCY OVERVIEW:

Allies for Every Child (Allies) (formerly Westside Children’s Center) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 30 years, Allies has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, early childhood mental health services, nutrition, dental and vision screenings, and pediatric health consultations.

JOB SUMMARY:

The Health Services Coordinator works under the supervision of the Early Education Director to carry out health and nutrition services. The Health Services Coordinator is responsible for coordinating the direct comprehensive health services for children and families that include a range of medical, dental and nutritional services and follow-up in accordance to goals and Head Start Program Performance Standards. The Health Services Coordinator works hands-on with children and family and therefore, must be able to communicate and respond in a manner that consistently demonstrates respect and concern.

ESSENTIAL JOB DUTIES:

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.

- Oversee and work with families directly to ensure the completion of child health requirements and other required screenings and assessments as they relate to Head Start Performance Standards and Community Care Licensing in order to accurately collect and track health data and ensure compliance
- Work with parents to support the completion of children’s medical and dental screenings and ensure follow-up treatment care is completed within established federal guidelines
- Monitor, guide, and support staff, providers, and families who work with children who have medical concerns
- Review, evaluate and interpret health records to assess needs and to plan and implement special programs or activities to meet these needs and to assure high quality comprehensive services
- Maintain health records in hard copy as well as on ChildPlus database and assure an effective system of tracking, follow-up and confidentiality
- Conduct and document follow-up on all referrals to ensure that needs of children are met
- Work with families to ensure children’s hearing and vision screenings are completed within 45 days of entry into the program
- Complete individualized health and treatment plans, as needed
- Provide consultation and technical assistance with parents directly, in staff meetings and trainings
- While respecting confidentiality, share information with staff and providers to ensure coordinated services that meet the needs of individual children and families
- Work with families directly and serve as a resource to support staff (e.g., family childcare providers, Child Development Specialists, Home Educators and Family Services Associates) regarding children’s health issues, compliance, referrals and follow-up treatment, including oral health and physical health
- Review lesson plans, to ensure that curriculum concepts and goals are being met for safety, health, and nutrition and report findings.

- Participate in Multi-Disciplinary Team (MDT) meetings
- Assist in recruiting prospective families and assist in the enrollment process by coordinating and facilitating intake process for children with health and nutrition concerns
- Develop and maintain partnerships with local agencies to assist families in the referral of health-related services in the local community
- In collaboration with other members of the service coordinator team and other related staff, develop, implement and monitor case plans to address identified needs onsite, in family childcare provider's homes and in the community
- Support parents directly in their roles as their child's primary teacher and provide opportunities to participate in the development of the program (e.g., health advisory committee and approach to medical, oral health and nutrition strategies)
- Plan and conducts CPR, First Aid and other health related training for staff, providers and parents
- Ensure safety is a priority in performing all job responsibilities
- Participates in PQI meetings as needed; participates in presenting for program rotation meetings
- Participate in the Safety Committee
- Complete California Adult and Child Food Program (CACFP) paperwork (application, meal counts, audit etc.)
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.
- Staff must believe in and act in accordance with both the Agency's and the program's mission/vision statements, adopted theoretical frameworks, and philosophy.

QUALIFICATIONS & EDUCATION:

- Must have a BA in Health Services, Administration, Public Health or similar concentration
- Registered Nurse, preferred
- Preferably has a CA Registered Nurse License and a CA Public Health Nurse Certificate
- Minimum two years' experience working with children in the birth to five population
- Ability to communicate effectively – verbally and in writing.
- Strong organizational skills
- Commitment to teamwork
- Basic computer skills required – Word, Excel, Software applications
- Experience working with diverse groups and populations
- Bilingual in English and Spanish preferred.
- Passionate about learning and possesses curiosity about issues affecting children and families
- Work schedule may vary based on program need; evening and weekend work as required
- All employees, regardless of position, serve as role models for children and families who are served by our agency.
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical and PPD risk assessment
- Class "C" driver's license, proof of insurance, a safety record acceptable to CAA, and reliable transportation required

Allies for Every Child actively seeks candidates who reflect the rich diversity of the communities that we serve. We are committed to a work environment that embraces and promotes individuality and inclusion. We believe that diversity and inclusion of varied perspectives, backgrounds, and life experiences is essential to our organization's effectiveness, and allows us to serve our clients in the respectful, responsive, and understanding way that they deserve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.



Allies for Every Child has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit www.COAnet.org to learn more about COA Accreditation.

Full benefits package offered including 100% employer contribution to: Health - Kaiser or Anthem, Dental, Vision; 401k with employer match; Employee Assistance Program, Professional Development, 12 paid holidays, sick leave, vacation, and 2 personal days for anniversary of employment and birthday.

FOR CONSIDERATION: Send **cover letter** and resume to humanresources@alliesforeverychild.org