



Position Description: Health Aide

Department: Early Learning Academy (Center- and Home-Based)
Exemption: Non-Exempt
Reports to: Nurse/Health Manager
Titles Reporting to Job: None

Position Description

Last Reviewed: September 13, 2021

Last Revised: September 13, 2021

Position Summary:

Casa Central's Early Learning Academy provides high quality, comprehensive early childhood education services for young children, ages birth to five, and their families. The Health Aide supports the timely and effective delivery and documentation of health-related services to children and families. The Health Aide helps ensure that children and families receive all necessary medical and dental services; supports maintenance of up-to-date health records of children enrolled in the program; and performs routine health-related tasks and clerical services to aide in meeting the health and nutrition needs of children and families enrolled in the program.

Essential Duties and Responsibilities:

Agency

1. Nurture positive and collaborative working relationships with other agency staff and outside stakeholders and partners.
2. Implement the agency mission, philosophy, and core values to direct daily work and decision-making; adhere to agency policy.
3. Cultivate a professional and respectful work environment.
4. Be actively involved with, and knowledgeable about, the agency's Performance Quality Improvement (PQI) structure and process.
5. Approve time sheets and ensure compliance with agency and funder guidelines, ensuring that daily activities are within the allowable activities approved by the agency.

Early Learning Academy – All Staff

Position Description:
Health Aide, Early Learning Academy

1. Ensure compliance with all Early/Head Start Program Performance Standards, including as interpreted by Start Early (Grantee), as well as with relevant federal, state, city, and accrediting/licensing body regulations and requirements.
2. Actively and enthusiastically support recruitment efforts to ensure that the program is fully enrolled year-round.
3. Engage in Active Supervision strategies to support the safety, wellbeing, and appropriate supervision/oversight of children at all times.
4. Act in accordance with the program's Standards of Conduct, building respectful relationships with families, honoring parents/caregivers as their children's first and most important teachers, and maintaining strict child, family and staff confidentiality at all times.

Early Learning Academy – Health Aide

1. Partner with program staff and families to ensure that
 - a. All enrolled children are up-to-date with EPSDT (Early and Periodic Screening, Diagnostic, and Treatment) requirements and receive follow-up treatment for chronic health and/or dental conditions.
 - b. Children and families are linked to an ongoing source of continuous, accessible health care, as well as medical and dental homes.
2. Complete data entry of health- and nutrition-related data for children and families in the programs' database.
3. Coordinate reminders for staff and families about upcoming appointments and other health/dental/nutrition-related needs.
4. Support coordination and documentation of on-site health services including hearing and vision screenings, blood pressure, heights/weights, head circumference measurements, medication administration, attending to sick/injured children, health exclusions, and lead/TB risk assessments.
5. Perform monitoring of health and nutrition components for each site including: well-child exams, preventative oral health, dental treatment, hearing and vision, immunizations, management of chronic conditions, medication storage and handling, medication records on-site, treatment of follow-up needs and Individualized Health Plan & Individualized Nutrition Plan tracking, including database monitoring and file reviews.
6. Collaborate with the Nutrition Consultant regarding reporting and addressing child and family nutrition needs.
7. Develop relationships within the community with clinics, doctors, dentists, and other health- and nutrition-related professionals, to support meeting the health- and nutrition-related needs of the children and families served.
8. Ensure timely and accurate data entry of health data into ChildPlus.
9. Maintain detailed, accurate, up-to-date and confidential records including child health files, health services tracking system and documentation of all activities.
10. Support proper collection of data for the health services portion of the PIR (Program Information Report) and other self-assessment instruments. This includes reviewing data, reports and files to ensure accurate and complete documentation is taking place.
11. Support the timely and accurate completion of monthly administrative Early/Head Start reports in the area of health/nutrition.
12. Participate in self-assessments, audits, monitoring visits, federal reviews, and other similar activities.
13. Support the agency's Health Services Advisory Committee.
14. Perform additional job-related duties as-needed or assigned.

General Requirements:

Position Description:
Health Aide, Early Learning Academy

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills testing. 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 perform the essential functions.

Education/Experience:

High school diploma required, with some college coursework related to health systems management, administrative services, or a related field. Will be required to complete at least 15 hours of continuing education annually, with costs covered by the program as applicable.

Language Skills:

Bilingual/Bicultural in English and Spanish in both written and verbal formats.

Computer Literacy & Knowledge Skills Abilities:

Word processing; spreadsheets; internet skills; data entry skills and in managing Microsoft applications to facilitate communication. Preferred knowledge of ChildPlus or other online database systems.

Mathematical Skills:

Basic mathematical skills are required.

Operating Environment and Working Relationships:

Ability to work within an interdisciplinary team as a cooperative and supportive team member. Ability to establish relationships with families from diverse backgrounds. Works collaboratively and routinely with agency personnel, participants, visitors, funders, and other stakeholders. From time to time may be required to work on weekends and/or holidays.

Decision Making Authority:

Exercises discretion and sound judgment in executing tasks.

People Management:

Positive communication skills with staff and families.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and engage in conversation in-person and via telephone. The employee frequently is required to use hands. Must be able to lift a 50 lb. Child.

Work Environment:

The work environment requires supporting two program components, which include home-based and center-based options. Characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Will work evenings and weekends, as needed. Local travel required for meetings, trainings, and family advocacy and engagement activities.

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Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature: _____

Date: