

Early Childhood Health Coordinator – Temporary

Job Description

Department:	Head Start
Reports To:	Preschool Assistant Director
FLSA Status:	Non Exempt - \$19.52 - \$20.25 p/h – DOE

Denise Louie Education Center Background

Providing high quality early learning services and family support is critical to the success of our community. Children who do not have access to high quality early learning experiences are 25% more likely to drop out of school, 40% more likely to become a teen parent, 50% more likely to be placed in special education, and 70% more likely to be arrested for a violent crime.

Our children deserve better — and we cannot afford not to solve this problem. Investing in early learning now means we won't be paying nearly so much down the road for "safety net" and correctional services. Beyond budgets, Denise Louie kids deserve a chance at a quality education and opportunity to be successful. Children from low-income families deserve to grow up in the same high-quality learning environments you would choose for your own children. A Rice University study found that a child from a high-income family will experience 30 million more words within the first four years of life than a child from a low-income family. Denise Louie helps close the "opportunity gap" so that kids can enter kindergarten ready to be successful and their families have the tools to support them.

Essential Attributes

- Display excellent communication skills by articulating ideas and opinions in a clear, concise, and persuasive manner to families, children and staff. The Health Coordinator is positive, open to receive and provide constructive feedback.
- Demonstrate adaptability by embracing change as an opportunity for improvement, not as a barrier. The coordinator is flexible, open to new working methods and is taking continuous initiatives to adapt to Denise Louie's fast-paced environment.
- Take ownership of assigned and self-identified job responsibilities with minimal oversight showing clear motivation. Takes the initiative to identify and address opportunities for professional development.
- Maintain positive, compassionate and respectful working relationships with families and employees from a diverse cultural background.
- Demonstrate accountability by taking on and meeting commitments even when faced with obstacles and challenges. The individual is reliable, meeting both individual and agency goals on time.
- Display respect by communicating with staff, families and the community with openness, honesty, and sensitivity. Demonstrates the ability to listen to other perspectives and support children on their individual growth plans.
- Demonstrate a passion for the community served, and the mission and values of Denise Louie. The individual will work with heart and dedication to support the families, allowing children to grow and reach their highest potential.
- Proactively seek new opportunities to learn and develop new skill-sets in response to a changing environment. Committed to learn new things and becoming knowledgeable in the field to meet the needs of families and children.

Skills, Competencies, and Experience

- BA or above in Health, Psychology, Counseling, Education, Special Education, or related field.
- Knowledge of and interest in child and family health care.
- At least three years of recent experience working with families and children.
- Prior experience in a setting providing health or social services to diverse communities.
- Computer proficiency.
- Excellent oral and written communication skills.
- Knowledgeable of community resources available to low income and limited English speaking families.
- Valid Washington State Driver's License and daily access to a personal, legally licensed vehicle with proof of current automobile insurance or reliable source of transportation.
- Bilingual in English and language(s) as determined as needed by DLEC preferred.

Accountabilities

Identification & Planning

- Review applications and identify children with health concerns who need immediate follow-up.
- Conduct follow-up and monitor follow-up status for children with health concerns.
- Coordinate health review with appropriate staff, nurse, nutritionist or special services provider and family.

Preventative Care & Health Plans

- Review children's health records and ensures all enrolled children are up to date on scheduled age appropriate preventative and primary health care within 30 days of enrollment and as updates occur throughout the year.
- Works collaboratively with parents to fulfill requirements and assists parents with additional resources, written follow-up plans, re-screening or referrals for further testing or treatment, as needed.
- Works to link the child and family into an ongoing health system and attain consistent medical insurance.
- Consults regularly with physicians, health and nutrition consultants, parents and staff to prepare individual health care plans for enrolled children and special health concerns including medication plans.
- Ensures vision and hearing screenings are completed for enrolled children within 45 days of entry.
- Provides parents with records of all services provided to their children before leaving the program and assist with transfer of records as requested and approved by parents in writing.
- Monitor the quality of services provided in the areas of health & safety by conducting site visits, reviewing files, tracking appointments, data reports, agreements and health contracts.

Student Data System

- Monitor and track all health, dental, immunization, height and weight, vision and hearing screenings.
- Prepare and submit required reports (immunization, health services completion) and other required information on all enrolled children.
- Review screenings and document follow-up.
- Document referrals for health care providers and follow-up care; establish referrals for medical homes.
- Document evaluations of referral agencies and services received.
- At a minimum, provide monthly reports on health status of children and families including analysis and recommendations for follow-up or training.
- Generate regular and end of year program information reports (PIR).
- Ensure all health forms and documents are completed and entered into data system in a timely manner.

Other Related Duties

- Be a resource to staff in coordination of health resources and referrals for children/families with any and all kinds of health related concerns, minor emergencies and outbreaks of communicable diseases.
- Participate and assist with recruiting members (including parents) for the city wide Health Services Advisory Committee.
- Promotes program quality by playing an active role in continuous self-assessment and evaluating program services and demonstrating an ability to change and be flexible to incorporate innovations.
- Make recommendations for systems and protocols that are needed to support health/dental services.
- Ensure first aid kits, disaster kits and all health supplies are inclusive and stocked at the beginning of the school year and monthly thereafter. Ensure each site has a disaster plan.
- Assist with the development, implementation and revision of health safety related policies, procedures, and work plans.
- Assist with the development and revision of health related program policies and procedures and provide training to staff on their uses.

General Office Support

- Enter child and family health data into DLEC data management system.
- Produce reports and documents based on relevant data for use by direct service staff to show what is still needed.
- Attends trainings and professional development opportunities to keep abreast of current issues, trends and regulation updates.
- Other duties as assigned by management.