

## Health Services Coordinator

### Job Description

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Department:	Prenatal to Three
Reports To:	Home Visiting/Health Director
FLSA Status:	Non-Exempt

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### 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.

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### 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.
- 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.

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## Accountabilities

### **Recruitment, Identification, and Planning for Children**

- Assist with outreach to community health providers for recruitment of Early Head Start children.
- 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 prior to home visits and socializations.

### **Screening**

- Provide or arrange for health screening training and information.
- Develop a schedule and assemble all necessary forms, information, etc.
- Is responsible for the maintenance of health screening equipment and ensure equipment availability.
- Monitor and ensure that screening for children that miss certain screenings are completed in a timely manner.
- Assure that screening data is correct, complete and updated and entered into the data system in a timely manner.
- Generate and analyze screening data for all health concerns.
- Coordinate with home visiting staff to review screening information with families with translated explanations for their review and appropriate follow-up.
- Ensure screening data is available for regular meetings between nurse and home visitors.

### **Student Data System**

- Monitor all health tracking of EPSDT, 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**

- Provide onboarding and ongoing training support to home visiting and center-based birth to three staff
- Conduct monthly monitoring socializations to ensure health and safety standards are met

- 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.
- 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 site(s) has a disaster plan.
- Assist with the development, implementation and revision of health safety related policies, procedures, and work plans.
- Develop and revise 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.
- Assist with the set-up and maintenance of child and family files as well as program files and manuals.
- Provide basic DLEC program information to callers and to site visitors as well as current program activity information.
- Maintain logs for refrigerator/freezer.
- Other duties as assigned by management.

#### **Physical Demands and Work Environment**

While performing the duties of this job, the Health Services Coordinator is regularly required to walk, stand, balance, sit for prolonged periods, speak clearly, and hear. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee is regularly required to use fingers, hands, and arms to manipulate and shuffle documents, use writing instruments, and type on a keyboard. Must be in good general health and demonstrate emotional stability.