Wabash Area Development, Inc.
Job Description

Job Title:	**Family Health Assistant**
Department:	Head Start/Early Head Start
Reports to:	Site Supervisor/Center Supervisor
Grade Level:	Grade 3
Prepared by:	HS/EHS Director
Prepared date:	**04/24/25**
Approved by:	Executive Director
Approved date:	**04/28/25**

Summary: Assists the Site/Center Supervisor with monitoring and tracking of family health information. Assists with preparation of activities for parent cafes and socializations. Maintains and schedules the use of the county vehicle. Assists the Center Supervisor as needed with coverage of classroom, kitchen, or bus route when coverage is priority.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.

Assist with recruitment of children into the program, coordinates and participates in all related functions.

Work with child's case manager, parent, and medical/dental provider to obtain documentation of health requirements and information.

Scan, attach, and enter physical exams, medical screenings, immunizations, dental exams, and vision and hearing screenings/exams into ChildPlus database management software as they are received. Review medical records for needed follow-up.

Monitor health history and nutrition assessment completed by staff on each child and work with case manager and parent to follow up on identified needs.

Enter heights and weights within the ChildPlus database management software for Early Head Start according to EPSDT schedule. Enter heights and weights within the ChildPlus database management software for Head Start minimum of twice a year: recommendation September and February.

Scan, attach, and enter IFSP's, IEP's, and 504 plans into ChildPlus database as directed by center/site supervisor.

Work with supervisor and case manager to connect children with services and providers for further evaluations that are needed.

Scan, attach and enter documentation of medical or dental follow-up into ChildPlus database management software.

Monitor completion of identified follow-up needs on a monthly basis.

Assist Site/Center Supervisor with updating family tracking and in-kind.

Center and Homebase

Work with area medical and dental providers to share information and obtain services needed. Maintain a good rapport with providers. Report any concerns to the Site or Center Supervisor.

See that a health plan is completed on each child with chronic health problems and that goals are followed. Consult with parent and medical provider in developing the health plan. Consult with the Family Health and Nutrition Coordinator as needed for further guidance in developing/implementing the plan.

Maintain and dispense medications per agency policy to children in the centers or group activities when parents are not present. Document administration of medication and its effects.

Schedule screening days for dental, hearing, and vision as needed.

Conduct or obtain verification of vision and hearing screenings on all children. Refer children needing further evaluations. Ensure documentation of treatment received from outside provider.

Maintain Emergency Medical Binders and update as necessary.

Maintain up-to-date Material Safety Data (MSD) Sheets for all supplies.

Assist home visiting/teaching staff in obtaining credible health information to share with families.

Attend Individual Education Plan (IEP) meetings held at the school, for children with combined medical and developmental needs. Health Assistant will be responsible to case conference with the school district nurse and early childhood teacher. Obtain all records pertaining to assessments and the developmental plan.

Assist families with transportation needed for health requirements when necessary. Drive agency vehicles for transportation when all other resources of transportation have been exhausted with Program Director's prior approval. Use public transportation as the primary means of transport.

May need to transport family member and child to out-of-area locations for medical services. Transports must have prior approval from the Program Director.

Submit monthly reports to appropriate supervisor no later than set deadlines.

Center Only

Monitor hygiene procedures by observing hand washing and tooth brushing. Provide mentoring concerning proper procedures.

Ensure that the Department of Children and Family Services (DCFS) health and sanitation regulations are met.

Go on home visits as needed for the following reasons: health education to parents, assessment of children, and developing health plans.

In conjunction with classroom staff, complete a daily assessment of child's health status upon arrival to the classroom.

Assist the Center Supervisor with daily attendance follow-up.

Assist in center classroom as needed or scheduled socializations as directed.

Assist Center Supervisor with monitoring nutrition activities in center classrooms.

Maintain first aid kits located in center classrooms, on buses, and at socializations. Replace items in kits as needed.

Conduct safety checks monthly at center sites and at each individual socialization site. Notify Supervisor of the resources needed to address safety concerns. Make corrections as needed.

Substitutes in the classroom, kitchen and as Bus Monitor Aide as needed.

Assure that all children are released to authorized persons provided by caregiver/guardian.

Assure that caregiver/guardian provides a signature when releasing a child.

Homebase Only

Go on home visits as needed for the following reasons: health education to parents, assessment of children, newborn assessment, follow-up postpartum depression assessments, and developing health plans.

Conduct weekly home visits with first-time pregnant mothers. Obtain prenatal exams from the mother's OB/GYN and follow-up on identified needs. Complete a Prenatal Health and Nutrition History, Newborn Assessment, and Postpartum Depression assessment. Transition new mother and baby to Home Visitor after baby's birth.

Substitute for homebase Home Visitor as assigned by supervisor.

Assist with socializations as needed.

Purchase food for home visits and socializations as needed.

In conjunction with other homebase staff, conduct safety checks at each individual socialization site. Notify Supervisor of the resources needed to address safety concerns. Make corrections as needed.

Maintain first aid kits for buses and socializations.

Maintain van in efficient operating condition by having vehicle checked regularly. Maintain van schedule within the county. Have van serviced regularly. Clean vehicle as designated by Transportation/Safety Supervisor. Submit monthly maintenance report to Transportation/Safety Supervisor. Submit copies of van maintenance or service to Transportation/Safety Supervisor.

Assist with snacks for parent meeting. Assist with inventory for parent meeting supplies and restock supplies such as paper goods, plastic ware, garbage bags. Orders supplies from Enfield as needed. Assist with preparation of Parent Cafes/socializations.

Maintain current registration within Gateways to Opportunity.

Complete annual transportation training to ensure safe practices when transporting.

Obtain Food Sanitation Licensure.

Obtain Child-Infant CPR and First Aid Certification.

May be asked to obtain vision and hearing screening certification. If certified, will conduct or obtain vision and hearing screenings on all children.

Attend Head Start training and staff meetings, including any meetings called by the County Manager as required throughout the year.

Attend health and nutrition related trainings. Some out-of-area trainings may involve overnight stays.

General Duties for Homebase and Center

Maintain confidentiality regarding child, family, staff and/or agency matters.

Learn and use the components of "Conscious Discipline" management tool for bus and classroom.

Document contact/concerns with families in service logs and inform supervisor.

Refer to policies and procedures to successfully fulfill job duties.

Provide supervisor with daily updates should changes occur in weekly schedule. Appropriately document your time on the Time Management Form at each county office.

Any other duties as assigned by supervisor to ensure smooth program operation and/or assist with other agency sponsored programs.

Supervisory Responsibilities: This job has no supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following and understands the dynamics of a successful business.

Problem Solving: Identifies and resolves in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Work well in group solving situations. Use reason even with dealing with emotional topics.

Technical Skills: Asses own strengths and weaknesses; Pursues training development opportunities; Strives to continuously to build knowledge and skills; Shares expertise with others.

Customer Service: Manage difficult or emotional customer situations; Responds Promptly to customer needs; Solicits customer feedback to improve services; Responds to request for service and assistance; Meets commitments.

Interpersonal Skills: Focuses on solving conflicts, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication: Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; responds well to questions.

Written Communication: Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcome feedback; Contributes to building a positive team spirit; Puts success of team above owns interest; Supports everyone's effort to succeed.

Cost Consciousness: Works within approved budget; Develops and implements cost saving measures; Conserver organizational resources.

Respect: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support: Follows policies and procedures; Completes administrative task correctly and on time; Supports organization's goals and values.

Planning\Organizing: Prioritizes and plan work activities; Uses time efficiently.

Professionalism: Approaches others in a tactful manner; reacts well under pressure; Treats other with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows thought on commitments.

Quality: Demonstrates accuracy and thoroughness: Monitors own work to ensure quality.

Safety and Security: Observes safety and security procedures; Reports potentially unsafe conditions; Uses material and equipment properly.

Adaptability: Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance\ Punctuality: Is consistently at work and on time; Ensures work responsibility are covered when absent; Arrives at meetings and appointments on time.

Dependability: Follows instructions, responds to management directions; Takes responsibilities for own actions.

QUALIFICATIONS

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.

Education and/or Experience: High school diploma or general education degree (GED). Previous health related services experience preferred.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of Microsoft Excel spreadsheet software and Microsoft Word processing software.

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is frequently required to stand; walk, reach with hands/arms and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 lbs. A two-man lift is required for any lifts of 50 pounds or more. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee is occasionally exposed to moving mechanical parts and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

_____	_____
Staff Signature	Date
_____	_____
Supervisor's Signature	Date