

## Community Action Partnership of Cambria County

### Health Aide (Hourly Non-Exempt)

Reports to: Health, Safety, and Nutrition Manager

Department: Early Childhood

Classification Group: G

Date: February 1, 2022

#### **JOB SUMMARY:**

1. The position of Health Aide involves specialized work in developing and maintaining contact between the Head Start, Head Start Supplemental Assistance, and/or Pennsylvania Pre-K Counts Programs and parents of these participants in regards to the health and educational needs and services.
2. Work involves preparation or development and administration of:
  - a. Agency Early Childhood policies and procedures
  - b. Marketing services on behalf of Head Start, Head Start Supplemental Assistance, and/or Pennsylvania Pre-K Counts Programs.
3. This position is supervised directly by the Health, Safety, and Nutrition Manager.

#### **ESSENTIAL RESPONSIBILITIES:**

1. Ensures all children are appropriately chaperoned and never left unattended in all situations such as facility, transportation, playground, or community outing.
2. When substituting for an aide on the bus, ensures all children have evacuated the bus and checks for personal items left on the bus.
3. Prepares and maintains children's health records.
4. Performs and records appropriately all health screenings and informs parents of results.
5. Works closely with parents to guarantee that all children receive all necessary medical and dental exams and follow-up care.
6. Makes necessary medical and dental referrals and maintains ongoing contact with health care professionals to ensure that children receive all necessary follow-up care.
7. Reviews nutrition screening forms and health data to provide appropriate information and/or referrals when required.
8. Provides necessary first aid treatments and care of injured and/or ill children.
9. Provides appropriate health training to children.
10. Conducts children's health inspections and arranges for follow-up care as indicated (i.e. scabies, pediculosis, rashes, etc.)
11. Delivers health supplies to centers and maintains health supply inventory and first aid kits.
12. Provides needed health information and training to parents and staff.
13. Helps facilitate oral and health hygiene routines including preventive medical and dental care.
14. Submits data according to Data Management Plan.
15. Obtains necessary information and compiles health records to forward to appropriate schools.

16. Attends health advisory committee, appropriate staff meetings, in-services, and registrations.
17. Inputs, tracks, and analyzes health data tracking information in Child Plus and other necessary systems.
18. Obtains information regarding special needs of children (i.e. allergies, special diets, etc.) and informs appropriate staff.
19. When in center, eats with children as needed sharing the same menu while demonstrating socially acceptable behaviors and manners.
20. Performs other reasonably related duties as assigned by immediate supervisor and other management as required.

**ADDITIONAL RESPONSIBILITIES:**

1. Attends evening meetings and participates in job related training as required.
2. Follows the program procedures relating to confidentiality.
3. Performs overnight travel as required.
4. Transports clients or participates as required with agency vehicle.
5. Coordinates with external medical community providers, i.e. Nursing Students.
6. Mandated Child Abuse/Neglect reporter
7. Must pass initial and tri-annual physical exam and TB screening.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Working knowledge of computers, including MS Word, Excel, and other related programs
2. Proficient oral and written communication skills
3. Proficient reading, writing, and math skills
4. Ability to deal tactfully with the public
5. Knowledge of childhood health issues and immunizations
6. Pediatric First Aid and CPR Certification

**MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE**

1. High School Diploma or GED. (Required)
2. At least one year of experience working with young children. (Required)
3. Current PA Driver's License and reliable transportation. (Required)
4. Free of Child Abuse/Neglect history as verified by proper authorities prior to employment. (Required)
5. Must obtain Child Abuse, PA State Police, FBI Fingerprinting and NSOR Clearances prior to starting employment. (Required)
6. Must meet vaccination requirements set by funding sources. (Required)
7. Health related training. (Preferred)

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_