

Job Summary:

Under general direction, carries out activities to implement Health service goals and performance standards. Provide training and assist in coordination of health services and activities for program families and staff. Receive general supervision from the Health Coordinator or higher-level management.

Essential Functions:

- Promote health and safety by facilitating completion of health, dental, mental health, developmental and nutrition screenings within required timelines;
- Completes school medical records to maintain current and accurate records of students' health history.
- Communicates with parents, doctors, and agencies to facilitate services to students with special health care needs.
- Provides first aid to address immediate and emergency medical care needs of students
- Act as liaison and advocate between community resources and families by assisting in the development and updating of a list of local health resources and making referrals as well as assisting other staff to make referrals to appropriate agencies;
- Coordinate with other program staff in meeting the needs of the children and families;
- Work as a team with other support staff to plan effective goals for families and their young children;
- Build positive culturally respectful relationships with families and their young children;
- Confer with staff and parents regarding health issues. Make home visits as needed.
- Attend in-service meetings and workshops;
- Maintain confidentiality of family records and information
- Perform other duties as assigned.

Knowledge and/or Abilities:

- **Abilities to:**
 - Work with low income and high-risk families of diverse cultures.
 - Manage difficult situations.
 - Foster trust.
 - Interpret and apply federal and state regulations and statutes.
 - Maintain confidentiality of records and information.
 - Assist and conduct staff and parent health training on topics such as preventative.
 - Communicate clearly, concisely and professionally both orally and in writing.
 - Speak, read and write both English and Spanish proficiently.
- **Knowledge of:**
 - The diverse population we serve
 - Local social services agencies
 - Report writing and generation.
 - Education and training resources that can assist families.

Working Conditions and Physical Abilities: Office environment; Cold and very hot weather; Traveling throughout Tulare County; Sitting – sometimes on floor - and standing for extended periods of time; Regularly lift and/or move up to 25 lbs; Occasionally lift and/or move up to 50 pounds; Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Education and Experience Required:

- Possession of a valid Certified Nurse's Assistant or Medial Assistant Certificate AND one (1) year of recent experience as a CNA or MA.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.
- Proof of automobile liability insurance.

FLSA Status: Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.