



We need you with your talents and abilities to help eliminate the effects of poverty, to make our community a better place to live, and to help people obtain knowledge and skills to achieve self-reliance and economic stability.

---

---

<b>Job Title:</b>	Health Services Content Specialist
<b>Position Type:</b>	Regular, full-time, non-exempt level
<b>Department:</b>	Madera Head Start
<b>Salary Schedule:</b>	Range 25.0 (\$22.68 - \$27.64 hourly)
<b>Position Summary:</b>	Under the immediate supervisor's direction, responsible for the development, coordination, implementation, and evaluation of the health area (medical/dental) of an innovative parent and child program within Head Start, Licensing, and State requirements. Works closely with other agencies and community groups to ensure services to children and families are coordinated and maximized; develops and maintains accurate information of health activities.

**Minimum Qualifications:**

**EDUCATION / EXPERIENCE:**

- Bachelor's Degree in Child Development, Health, or Social Services.
- At least two years of professional experience in the area of the degree.
- One year of supervision experience or three college level units in adult or administrative supervision.

**LICENSES / CERTIFICATES / PERMITS:**

- Valid Class C California Driver's License

**ABILITY TO:**

- Read, write, and speak Spanish is preferred.
- Link families with an ongoing system of health care; assist parents in the selection of health providers; counsel them about child or family health problems; and promote parent involvement in all aspects of the health program.
- Consult with the Health Advisory Committee and local health care professionals and service providers to ensure services for families are available and accessible.
- Review, evaluate, and interpret health records and other vital health services data.

- Monitor health and safety practices in the program and coordinate safety and sanitation procedures and first aid and emergency medical procedures.

#### **KNOWLEDGE OF:**

- CAPMC Head Start Program, Head Start Performance Standards, State regulations (where applicable), and licensing regulations.
- Health education and planning.
- Child and family health care which includes preventative, early intervention, and health maintenance practices.
- Psychological and health problems which are typical to the Head Start population.
- General understanding of child development 0-5 years.
- Awareness of the services and agencies in the assigned service area.

#### **General Physical Requirements:**

- Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

#### **Selection Process:**

Only applicants who meet the qualification standards of this position by the application filing will be allowed to participate in the examination process. Requests for a special accommodation to participate in the selection process should be made at the time you are contacted to schedule an interview. The selection process may include skill set testing, first and second round panel interviews. This position is open until filled.

#### **Compensation and Benefits:**

- Retirement: CAPMC's retirement plan is a 403(b) plan. Employees are eligible to make elective contributions to their 403(b) plan upon employment. Employees can participate in employer's contribution.
- Health Insurance: CAPMC provides eligible employees insurance coverage for medical, dental, vision and life through various policies.
- Employee Assistance Program: CAPMC offers an employee assistance program for employees and dependents that provides counseling and services when dealing with life's challenges.

#### **General Information:**

Applications may be obtained from CAPMC's website [www.maderacap.org](http://www.maderacap.org), visit 1225 Gill Ave Madera or calling the Human Resources Office at (559) 673-9173. Applicants must be submitted to the CAPMC's Human Resources Office.

The CAPMC is an equal opportunity employer. CAPMC provides equal employment opportunity to all persons regardless of race, national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, transgender, sex stereotyping, age, sexual orientation, military status, veteran status, and any status protected by applicable federal, state and local laws.

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start budgeted positions.

**Affirmative Action / Equal Employment Opportunity / Drug Free Employer**