



06/23

Community Action Partnership of Madera County

JOB TITLE: HEALTH SERVICES CONTENT SPECIALIST

DEPARTMENT: Head Start Programs

REPORT TO: Deputy Director – Child & Family Services

SUPERVISE: N/A

COMPENSATION: Range 27.0

FLSA: Full-time; Non-Exempt

JOB OVERVIEW: This position is responsible for ensuring compliance with the Head Start Health Services; 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.

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, ability, core competencies, and/or physical required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

- Bachelor's degree in Child Development, Health, or Social Services.
- Two years of professional experience around the degree.
- One year of supervision experience or three college level units in adult or administrative supervision.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

ABILITY TO:

- Read, write, and speak Spanish is preferred.
- Use Microsoft Outlook, Teams, 365 products.
- 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.

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- 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, first aid, and emergency medical procedures.
- Build communication and stay abreast of current regulations with the Health Department.

KNOWLEDGE OF:

- Head Start Program, Head Start Performance Standards, State regulations (where applicable), and licensing regulations.
- 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.
- Understanding of Mandated Reporting Requirements.
- Understanding California Immunization Requirements.
- CPR and First Aid.
- Computer applications, i.e., Microsoft Office products (inclusive of Word, Excel, Power Point, Outlook, Publisher, Access, Zoom, Google Team, etc.)

CORE COMPETENCIES:

- Customer Commitment – proactively seek to understand the needs of our customers and provide the highest standards of services.
- Dedication to Professionalism and Integrity – demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the communities we serve.
- Organizational Excellence – takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our programs and services.
- Success through Teamwork – collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

GENERAL PHYSICAL REQUIREMENTS

- Exerting up to 15 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

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MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP

- Adheres to and applies the CAPMC mission, values, standards, policies and procedures.
- Attends mandatory new employee orientation/ mentor activities.
- Attends trainings, workshops, and classes to keep abreast of client engagement theories and practices.
- Engages and encourages personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolves concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Reports and assists in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.
- Works as a team member to support the functions and operations of the Department and the Agency.

PROGRAM ADMINISTRATION

- Responsible for the overall planning, administration, and implementation of the total health component (medical, dental).
- Analyzes trends in the field, as well as data on children and families in the program.
- Monitors Program Information Report to ensure information in health services is accurate and up to date. Work and share information with the immediate supervisor to complete report.
- Works closely with the immediate supervisor to integrate family engagement strategies into all systems and program services to support family well-being and promote children's learning and development.
- Reviews and analyzes children's and families' outcomes, school readiness goals, CLASS, and monitoring data annually for planning and recommendations for program improvement and professional development.

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- Ensures the collection and inputting of children's information and data into appropriate systems – COPA/ChildPlus is entered with accuracy,
- Serves as a liaison and direct contact with Child Welfare Services and Community Care Licensing when related to health services.
- Maintains professional and strong partnerships with collaborative agencies providing resources and services to our Head Start program.
- Communicates effectively with others, including giving and receiving feedback on the quality of services.
- Cooperates successfully as a member of a team.
- Provides staff training and development, including on-site consultation, support, coaching, and mentoring to other staff.
- Participates in annual self-evaluation of the Head Start & State Programs.
- Responsible for promoting strong community relations for the Agency & Head Start Program.
- Assists with coordination of case conference if needed and attends meetings to share child/family information with Specialists, Area Managers, Deputy Director – Child & Family Services and center staff and develops action plans as needed to address any concerns in Disability/Mental Health.
- Supports staff during parent orientation and shares information regarding the area of health.
- Reports and assists in reporting unusual incident reports to Community Care Licensing.
- Reports outbreaks to the Public Health Department and if necessary to CALOSHA.

HEALTH SERVICES

- Responsible for the program's compliance by utilizing a variety of methods for on-going monitoring.
- Utilizes appropriate data systems - ChildPlus/COPA reports to monitor health and dental services to enrolled children.
- Ensure compliance of health requirements per Head Start and Community Care Licensing regulations and timeliness.
- Evaluates and designs a monitoring system and procedures to determine eligibility of all Head Start and State program participants and ensures that sites will meet their overall health service goals and requirements.
- Analyzes health data from program reports or Community Assessment to develop appropriate health systems to meet the needs of Head Start children.
- Develops and implements a health procedure manual that provides guidance and information to staff regarding Performance Standards requirements and state regulations.
- Compiles and submits immunization report to the state annually.
- Ensures follow-up and treatment needs for identified conditions are completed in a timely manner, and/or a system is established to ensure the treatment is continued after the child leaves the program.
- Establishes a system for ongoing communication with parents of children with identified problems.

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- Provides assistance to parents as needed for medication for medical or dental conditions.
- Ensures children identified with dental problems receive the needed follow-up, including fluoride and other necessary preventative measures.
- Ensures medical/dental providers have access to medical health care payments prior to using Head Start funds.
- Assists the family in assuming the primary responsibility for their own family's health care; involves parents discussing concerns regarding their child's development.
- Serves as an advocate for child's health.
- Facilitates the ongoing Health Advisory Committee; encourages parents to participate as members of the Health Advisory committee.
- Promotes team cooperation in the provision of Health Services Advisory Committee and utilizes the committee in the planning, implementation, and evaluation of the Health Services.
- Works with classroom staff in planning and implementing health curriculum.
- Integrates health education into the total Head Start program and helps to provide health education to parents, staff, and children.
- Compiles and analyzes data on the effectiveness of the Health Services Component.
- Ensures that centers are stocked with first aid equipment, dental supplies and disbursement of diapers.
- Arranges for the repair and regular maintenance of vision/hearing equipment.
- Orders replacement materials as needed.
- Promotes environmental health and safety practices.
- Serves as a liaison to the health community, Community Care Licensing and Public Health Department
- Ensures Health Policies and Procedures are updated for compliance.

TRAINING / STAFF DEVELOPMENT

- Oversees, and when necessary, provides training to new and existing staff on new forms and regulations.
- Arranges for Advocate/Family Facilitators/staff training on equipment utilized by program to screen children for hearing and vision screenings.
- Coordinates with Center Directors /Site Supervisors / Teachers/Family Facilitators to develop, design, and deliver in-service training and orientation to meet the assessed, diverse needs of new staff.
- Assists in the development of a pre-service and in-service plan in accordance with Head Start Performance Standards and State Laws and Regulations.
- Ensures training is implemented and staff is evaluated in a timely manner.
- Provides training and technical assistance, support, and guidance to staff, as necessary.

COMMUNITY PARTNERSHIPS

- Develops relationships in the community to strengthen partnerships that can support health education and services to Head Start parents, children, and staff.

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- Participates in community meetings to represent CAPMC's Head Start Programs and collaborates with other agencies/programs to bring services to the children & families of the program.
- Maintains and updates MOUs with local health care agencies. Ensures Center Directors/Site Supervisors are informed of Inter-Agency Agreements/Memorandums of Understanding with service providers.
- Promotes cooperative relationships between center staff and parents and helps to resolve conflicts.

OTHER DUTIES:

- Adheres to the Americans with Disabilities Act of 1990 (ADA), which prohibits discriminatory actions toward any qualified individuals. Children with disabilities are enrolled in the classroom as mandated by federal and state laws.
- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within scope of job classification.

LIMITS OF AUTHORITY

- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency's policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

OTHER REQUIREMENTS:

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray.
- Must meet SB 792 immunization requirement.
- Must meet AB 1207 mandated reporter training requirement.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC's policy.
- Must complete all background requirements: references, sex offender registry check, livescan checks, a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to always ensure maximum safety for oneself, fellow employees, clients, and children.

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PHYSICAL ACTIVITIES

- **Balancing:** Maintaining body equilibrium to prevent falling or tripping when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, stepping stools, ramps, stairs, and the like, using feet and legs and/or hands and arms. Hands and arms may be used for balance, such as holding a railing.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Driving:** Driving is the operation of a motorized passenger vehicle or other vehicle such as forklifts, golf carts, riding mowers.
- **Eye/Hand/Foot Coordination:** Performing work through using two or more body parts or other devices.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- **Fine Manipulation:** Touching, picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.
- **Foot or Leg Controls:** Use of one or both feet or legs to move controls on machinery or equipment. Control includes, and is not limited to, pedals, buttons, levers, or cranks.
- **Gross Manipulation:** Seizing, holding, grasping, turning, or otherwise working with the hand(s). It is often present when lifting involves the hands. Fingers are involved only to the extent that they are an extension of the hand to hold or operate a tool such as tin snips or scissors.
- **Hearing Requirements:** The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes or alarms). This includes in person speech, other remote speech, other sounds, telephone, video conference.
- **Keyboarding:** Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-Key numeric keypad.
- **Kneeling:** Bending legs at the knees to come to a rest on knee(s).
- **Lifting or Carrying:** Lifting is raising or lowering an object from one level to another. Lifting can include an upward pulling motion. Carrying is to transport an object – usually by holding it in the hands or arms or wearing it on the body.

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- Pushing or Pulling: Pushing is exerting force upon an object so that the object moves away from the origin of the force. Pulling is exerting force upon an object so that the object moves toward the origin of the force. Pushing or pulling may involve use of hands or arms and/or feet or legs done with one side of the body or both sides.
- Reaching at or below Shoulder Level: Reaching at or below the shoulder is present when there is 'Reaching,' but it does not meet the threshold for 'Overhead.' 'Overhead' and 'At or Below the Shoulder Reaching' can be present in the same task.
- Reaching Overhead - Extending the arm(s) with the hand(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.
- Repetitive Motions: Making frequent on continuous movement.
- Alternate Standing/Sitting at Will: The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between standing or sitting as needed.
- Sitting: Remaining in a seated position.
- Speaking: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Standing or Walking: Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.
- Stooping: Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

VISUAL ACUITY

- Near Visual Acuity: Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.
- Far Visual Acuity: Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
- Peripheral Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.