



HEALTH ASSISTANT

Exemption Status: Full-Time, Hourly, Non-Exempt
Salary Range: \$27,000 to \$32,000

ORGANIZATIONAL OVERVIEW

Educare DC is a state-of-the-art, full-day, year-round school that serves children from birth to five years that are at-risk of academic failure. Building on the program foundations of Early Head Start and Head Start, Educare DC promotes school readiness by implementing effective programming aimed at preventing the development of an achievement gap in the early years. Educare DC is part of a larger national network that serves as a platform for broader change, inspiring high-quality programs in communities, improving public policies within each state, and demonstrating a comprehensive approach to the first five years of life and learning. As part of the Educare initiative, each school is a highly visible program that is host to a wide variety of visitors. The Educare model draws on a unique blend of private and public dollars, including child care, Early Head Start, Head Start, and other state and local education funding streams.

POSITION OVERVIEW

The Health Assistant will assist the Comprehensive Services Manager and Team in all administrative functions related to Health, Nutrition, Disabilities, and Mental health (Comprehensive Services), including data entry.

REPORTING RELATIONSHIPS

- The Health Assistant reports to the Comprehensive Services Manager

MAJOR RESPONSIBILITIES AND KEY TASKS

Administrative Tasks

- Generates correspondence to parents regarding their child's health compliance status.
- Utilizes Child Plus for entering child comprehensive services information.
- Assists with providing documentation for any required reports.
- Assist families to access medical and dental homes.
- Gather all doctor's notes and return-to-school slips and document it in Child Plus
- Assists in planning, monitoring, and implementing health or nutrition activities for children enrolled in the program.
- Writes the minutes for the Health Service Advisory Committee (HSAC) meetings and assists in the planning and preparation of these meetings.

Compliance Tasks

- Assists partner sites in ensuring all children are up to date with their well-baby checks and oral health exams.
- Work with classroom teachers in making sure that first-aid kit comply with DC licensing standards.



- Assists and schedules hearing and vision screenings for all children during the first 45 days upon enrollment.

Record Keeping Tasks

- Establishes file for each applicant in program and partner sites and maintains files in comprehensive health area.
- Maintains binder of current policies and procedures as it relates to health, safety, and nutrition policies and procedures.
- Maintains up to date documentation in applicant files including health documentation.
- Produces electronic health reports and maintains binder of original documentation.
- Tracks health information for Head Start Program Information Report and other reporting as required by Head Start Program Performance Standards.

Other

- Applies the principles of health literacy when communicating with staff and families.
- Collaborates with FES team in planning health or nutrition events for families.
- Performs other duties as assigned within the scope of the position.

EDUCATION AND EXPERIENCE REQUIREMENTS

- HS diploma or GED
- Health related course like Certified Nursing Assistant (CNA), LPN or a related field with a minimum experience of three years in a childhood setting or clinic/hospital
- Three years of administrative experience
- Strong interpersonal skills to work with staff and families
- Bookkeeping experience preferred

ADDITIONAL JOB REQUIREMENTS

- Clearance of background checks as required by local, state and federal regulations
- Physical examination and diagnostic tests as required by local, state and federal regulations.
- A bi-annual physical exam, drug screen and TB test are required as a condition of continual employment.

REQUIRED SKILLS AND ABILITIES

- Intermediate to advanced level skills with computer applications and database programs. Thorough understanding of Microsoft Office and email systems.
- Ability to learn childcare policies and procedures, specifically the health and nutrition policies.
- Ability to document, monitor and track information, and develop reports.
- Ability to develop forms and letters necessary to complete tasks.
- Ability to communicate effectively and in a family-friendly manner.



- Must have experience with office equipment and ability to manually operate and use a computer.
- Must be able to fluently speak, read, write and understand English.
- Must be well organized and detail-oriented.
- Able to process, secure and exercise discretion in handling confidential information and materials.
- Ability to work well independently and in a team environment and communicate effectively and appropriately with a diverse staff and external constituents.
- Strong problem-solving skills
- Be familiar with early childhood developmental milestones including cognitive, motor, language, and social and emotional.
- Understand the risk factors that make some people healthy and others unhealthy that contributes to health disparities among a low-income population.
- Have a working knowledge of Head Start Performance Standards and local requirements regarding health and nutrition in early care and education.
- Know current periodicity schedules (EPSDT), dental periodicity schedules, immunization recommendation, and requirements.

ESSENTIAL JOB FUNCTIONS

- Finger dexterity sufficient for typing, filing, handling records, and other office equipment
- Ability to talk, hear, sit, stand, walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- Ability to clearly hear and understand telephone conversations
- Must be able to lift up to 20 lbs.
- Job requires viewing a computer screen approximately 90% of the time.

The salary range is \$27,000-\$32,000, commensurate with experience. Educare DC offers a competitive benefits package that includes medical, dental and vision insurance, retirement accounts with company match, paid leave, and more. Educare DC is proud to be an equal opportunity employer. Diverse candidates are encouraged to apply.

Submit your resume via e-mail to jobs@educaredc.org with “Health Assistant” in the email subject line. If your email subject line does not have the position title listed, Educare may not consider your application.

For additional information on Educare DC and Educare schools, please visit www.educaredc.org and www.educareschools.org.