

Job Announcement

Position: Health Services Advocate	Department: Head Start/Early Head Start
Location: Hughesville, MD	Employment Status: Full-Time
FLSA: Exempt Grade: 12	Compensation: \$40,318 - \$60,478 \$19.38 - \$29.08 per hour
Weeks Worked: 52	Work Per Week: 40 – [Monday – Friday] Some evening required
Opening Date: May 6, 2022	Closing Date: Until filled

Summary of Job Description: Provide program assistance to the Health and Safety Coordinator in monitoring, training, policy and procedure development, and daily administration of Health Services and Family/Staff Health Education. Assist the Health and Safety Coordinator in creating and maintaining collaborations with community agencies. Work in collaboration towards common goals with all other component areas (Education, Disabilities, Family Services, and Mental Health etc.) within the Head Start program.

Summary of Job Requirements: Associate Degree/Certified Medical Assistant with two years of experience with immunization and school health. Two years of experience in data entry and medical records, detailed record keeping and communication skills. Knowledge of local community resources related to medical and dental care. education and/or experience in health, nutrition, child development, first aid, and safety desirable. Valid Maryland Driver’s License and proof of insurance.

Responsibilities and Duties:

Specialized Health Services Support (70%)

- Provide direct clerical support for dental prevention program, center based and home-based classrooms, Head Start and EHS-CCP Centers. (Peak times: October, November, and March)
- Assist the Health and Safety Coordinator in providing appropriate community health information and referrals for both staff and parents.
- Assist in responding to requests (phone, e-mail and written) from staff related to child health needs/concerns.
- Assist in the development and distribution of written and web-based materials for children, adults, and employees within the areas of health, wellness, safety, nutrition, and preventive health education.
- Assist Family Service Staff with CAP 60 data entry related to Medical & Dental Home, Medical and Dental Follow-up, and Child Health Assessments.
- Oversee and assist staff in submission of Child Health Assessment forms to Health Care Providers and monitor their completion. (Peak time: September)
- Evaluate the “Certificate of Immunization Status” record for each enrolled and applying child and assure the proper date entry into CAP 60. (Peak time: July & August)
- Monitor completion of required immunizations for each enrolled child.
- Provide staff with information and support related to child immunization requirements.
- Work with Center staff and Family Service staff on Record Keeping of Health-related forms such as, Health Assessment, Dental Examination forms, and other forms as assigned.
- Assistance and oversight of data collection for health-related data and projects as

assigned.

- Assist Health and Safety Coordinator in implementing and maintaining CPR/First Aid Training, MAT training and staff physicals.

Compliance and Tracking (20%)

- Assist Health and Safety Coordinator with maintaining written policies and procedures.
- Support the Health and Safety Coordinator in implementing ongoing monitoring as outlined in the Monitoring Plan.
- Utilize Cap 60 reports to monitor Site and Program Wide compliance with deadlines for Hearing, Vision screenings, and assist Health Coordinator in assuring that initial screenings occur within 45 days of program enrollment.

Committees/Planning (10%)

- Attend meetings, training and professional development activities as needed or requested by the Health Consultant.
- Assist Health and Safety Coordinator in providing administrative support for Health Service Advisory Committee and mandated Safety functions.

Other duties as requested.

Physical/Mental Abilities and Processes:

- Ability to utilize agency resources, technology, and library to appropriately answer questions and provide guidance to staff and parents.
- Ability to work both independently and in a team environment.
- Sustained concentration and attention to detail and accuracy
- Ability to communicate effectively & professionally with parents, staff, and medical providers.
- Understand, interpret, and implement policies and procedures.
- Ability to meet deadlines and to work independently
- Ability to manage multiple tasks concurrently, strong organizational skills.
- Must be detail oriented and maintain high level of accuracy.
- Regular sitting, working at computer keyboard and desk, standing to file misc. documents in filing cabinet.
- Occasional bending, stooping, and lifting to 25 lbs.

Position information:

- 50 weeks per program year, supervised by Health and Safety Coordinator
- Temporary position not to extend beyond 2 years

Licenses or Certificates:

CPR, and First Aid.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Physical Demands:

Work requires moderate physical effort and the ability to lift pre-school children and or up-to 50 lbs. Unassisted. Persons who work with children are expected to participate fully in a program for active

youngsters. This includes lifting of young children, getting up and down from the floor, lively outdoor activities, and moving furniture.

Applications Accepted by Mail and Online	
Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	Online at: www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume, please provide a copy of your degree/college transcript. Applications and Documents submitted with missing information will not be considered. Do not send applications via Fax.	

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P.O. Box 280, Hughesville, Maryland 20637



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