

# SHASTA HEAD START CHILD DEVELOPMENT, INC

## Nurse Specialist

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Supervisor: Health Services Manager

Classification: Non-Exempt

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### **Mission**

Shasta Head Start is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

### **Position Summary:**

Augment the quality of SHS health services by promoting optimal health, interpreting health records and data, and determining appropriate preventive and primary health care for children and families in accordance with Head Start Performance Standards and state regulation. Work in conjunction with other program content areas to ensure a holistic approach and assessment of the quality of services provided.

### **Key Areas of Responsibility**

#### **Determination of Health Status and Follow-up:**

- Review, evaluate, and interpret health records.
- Determine that each child is up to date on a schedule of age-appropriate preventative and primary health care including immunizations.
- Maintain a system for determination of health/dental status with appropriate follow-up for determined needs.
- Determine the need for medical and or dental follow-up and assist the program in obtaining further diagnostic testing, examination and treatment.
- If applicable, meet with or conduct a phone interview with parents regarding health findings, and assist families in understanding medical information and the need to complete prescribed treatment plans.
- Assist families in obtaining needed medical care by making referrals to appropriate providers.
- Assist in training staff in hearing and vision screening
- In conjunction with staff, and with the mental health consultant, make a home visit to each enrolled postpartum mother within 14 days to ensure the health and well-being of family and baby.

#### **Health Plans:**

- Use pertinent health records and parent communication to develop and implement individualized health plans (IHPs)
- Provide written feedback or follow-up to appropriate SHS staff and parents within fourteen working days. A copy of plans will be made a part of the child's file. Provide assistance to parents to enable them to learn how to obtain any prescribed medications, aids, or equipment for medical and dental conditions.
- Provide needed training to staff to assist them in including the child and best serve his/her health needs. This may include modifications in the classroom.

#### **Site Visits:**

- Plan and schedule site visits as needed to observe children who have been referred for health concerns.
- Visit each family worker in the fall to discuss health requirements based on ChildPlus data reports, documentation and follow-up.

### **Compliance:**

- Ensure an organized record-keeping system.
- Ensure efficient system and schedule for visiting centers and socialization sites as needed.
- Ensure system for monitoring tracking and follow-up using the Child Plus database.
- Regular analysis of health and dental outcomes.
- Assist Health Manager as needed in development of health, and dental policies and procedures according to Performance Standard, Community Care Licensing and other regulations.
- Regular analysis and end of year reporting of Program Information Report data.

### **Training and Support:**

- Provide health education to parents of children enrolled in the SHS program by participating in parent meetings, home visits, or other methods determined effective.
- Provide training and assistance to parents and staff as needed for obtaining medications, aids, dental care, etc.
- Provide specific training to new employees on designated health topics and procedures.
- Plan and prepare health/dental education training on determined topics or as requested.
- Travel as needed within the SHS service area.

### **Communication:**

- Attend monthly Health Team meetings according to designated schedule.
- Attend quarterly Health Services Advisory Committee (HAC) meeting.
- Attend monthly multi-disciplinary team meeting to discuss treatment plans for children with identifies health plans.
- Participate in child success teams upon request to help determine medical follow-up, assist in inclusion of children with health issues and to support parents in their role.
- Maintain regular communication with nutrition consultant.
- Provide year end health outcomes data report.
- Report on Health/Dental outcomes to Policy Council and Board of Directors as requested.

### **Community Relationships:**

- Represent Shasta Head Start in a professional and positive manner on local community boards and committees as needed to build strong early childhood partners.
- Work with the County Health Departments in Shasta, Siskiyou, and Trinity Counties to report and/or follow-up on any diagnosed communicable diseases.
- Communicate with medical providers as needed for prescription or other clarifications regarding medical information.

### **Professional and Ethical Standards:**

- Maintain confidentiality in accordance with agency policy and legal requirements; respect and maintain rights and privacy of all staff, parents, children and providers.
- Perform job duties in a manner that is timely and conscientious.
- Demonstrate reliability in performance of duties.
- Attend mandated training and meetings and seek out staff development opportunities.
- Work as a team member with staff and providers and maintain a positive work environment.
- Adhere to the NAEYC code of Ethical Conduct.

### **Qualifications**

#### **Knowledge and Skills**

- Knowledge of the information and techniques used for well-childcare, prenatal, postpartum care, and communicable diseases.

- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Communicating effectively in writing as appropriate for the needs of the audience.
- The ability to communicate information and ideas in speaking so others will understand.
- Ability to travel throughout SHS catchment area.
- Ability to understand and apply applicable regulations, Performance Standards, Community Care Licensing and State of California requirements.

**Education and Experience**

*Minimum*

Bachelor's degree in Public Health, Maternal and Child Health, Health Administration or related program, or a valid license to practice as a Licensed Vocational Nurse (LVN) in the State of California required. Four years of related experience.

*Preferred*

Bachelor's of Science in Nursing (BSN) and valid license to practice as a Registered Nurse in the State of California. Four years related experience.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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**ACKNOWLEDGEMENTS:**

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

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Employee (Print)

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Employee Signature

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Date

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Supervisors Signature

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Date

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Supervisors Title