

Job Summary:

The job of Program Specialist - Child Care Health Program was established for the purpose/s of serving as a specialist in the area of health to plan, coordinate, and implement health services for the Tulare County Office of Education Child Care Educational program.

Essential Functions:

- ▶ Attends conferences in and out-of-state for the purpose of receiving information to be shared with staff.
- ▶ Collaborates with community agencies and preschool sites for the purpose of providing immunizations, TB testing, administering health services to children and families and developing resources for children and families.
- ▶ Consults with Child Care staff and administrator for the purpose of developing Child Care Individual health plans for children.
- ▶ Coordinates a comprehensive health data base using Child Outcomes Program Administration (COPA) for the purpose of updating, maintaining and tracking accurate health records.
- ▶ Coordinates services for the purpose of implementing Child Care health programs.
- ▶ Coordinates/Develops the Child Care Health and Safety Program Policy for the purpose of having clear and appropriate policies in place for staff to follow.
- ▶ Develops/Monitors the budget for the purpose of maintaining fiscal accountability of the health program including MAA funding, gaining information, and providing input related to Child Care programs.
- ▶ Facilitates the Head Start Health Advisory Committee which includes community health resources including dentist(s), pediatrician(s), dietician(s), Women, Infants and Children (WIC), and California Children's Services for the purpose of sharing information and coordinating services to be provided to appropriate children.
- ▶ Facilitates the required TB testing for the purpose of ensuring that Child Care staff meets Ed Code requirements in regards to TB testing.
- ▶ Identifies when staff coaching, mentoring and training is needed for the purpose of achieving quality work performance from staff.
- ▶ Monitors children's health care needs and Program Information Report (PIR) related reporting information through observation and participation and reviews data collection for the purpose of analyzing data and implementing continuous corrective improvement action.
- ▶ Provides content expertise for medication, dental resources, medical services, specialized health care procedures, choking, first aid, CPR training and Programs Health and Safety Checklists for the purpose of providing appropriate services to children in the Child Care program.
- ▶ Serves as a content expert health trainer and provides guidance to health and family health staff, nurses, parents and students, and community resources for the purpose of providing health services to children and families and to increase their knowledge and awareness of health.
- ▶ Serves as the chair of the Child Care internal Safety Committee and coordinates the individual agency cluster safety committees for the purpose of ensuring that the safety committees receive all pertinent information and program staff are well-informed.
- ▶ Serves as the lead contact for emergency preparedness for disaster and emergency planning including evacuation plans for the purpose of being prepared in the event of an emergency or disaster.
- ▶ Serves as the reporting hub for child abuse referrals for the purpose of providing pertinent information to Child Welfare Services.
- ▶ Serves as the reporting hub for child accidents and unusual incidents for the purpose of providing these reports to Community Care Licensing.
- ▶ Supervises the Great Expectations Program for prenatal care for expectant mothers and newborns up to one year of age.
- ▶ Serves on committees of professional organizations and community health agencies for the purpose of staying informed of and sharing pertinent health information.
- ▶ Supervises/Evaluates health personnel for the purpose of establishing an effective health team.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - organize and use time effectively;
 - gain the confidence of staff and school district personnel;
 - utilize technology including a PC and COPA software for developing fiscal accounting for the Health program (this system records the screenings, assessments, referrals, and follow-up leading toward the provision of full and comprehensive health services to each child in the program);
- ▶ **Knowledge of:**
 - current health practices, policies and procedures, laws and regulations;
 - community health needs;
 - community resources;
 - sequential growth and development of preschool children;
 - statistical reporting;
- ▶ **Ability to:**
 - assess the physical health needs of children;
 - communicate effectively, both verbally and in writing;
 - work with staff to demonstrate high expectations in areas of work performance;
 - work collaboratively with Child Care staff to establish an effective health program;
 - identify strengths and weaknesses of staff and address improvement as needed;
 - collaborate with staff, parents, and community;
 - serve as an experienced and respected health resource for staff and be able to meet the needs of the families in the program.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ▶ Three years nursing or related experience.
- ▶ Three years working in prevention or health programs.
- ▶ Experience as a Public Health Nurse working with children.
- ▶ Pediatric Nurse Practitioner is preferred.
- ▶ Bilingual preferred.

Education Required:

- ▶ B.A. or B.S. degree plus 30 graduate semester units.
- ▶ M.A. or M.S. degree preferred.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Health Services Credential.
- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Valid California driver's license and proof of automobile insurance.

FLSA Status: Exempt

July 2009

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.