**UCAN Employment Opportunity**

**Health Services Developmental Assistant**

<table>
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<th>Head Start</th>
<th>Closing Date:</th>
<th>Budgeted Hours: 40 hrs/wk - 48 wks/yr</th>
<th>Salary: $14.00- $18.00</th>
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APPLICATION PACKET MUST INCLUDE UCAN APPLICATION AND CRIMINAL HISTORY RESULTS

**ATTENTION**: Candidates MUST be enrolled in the Criminal History Registry. Initial registration requires completion of an Application for Enrollment in the Criminal History Registry (CCD199) and submitting it to the Child Care Division with processing fee. Registry results MUST be included with the UCAN job application.

Please allow 1-2 weeks for in-state results; 6-8 weeks for out-of-state results.

**DRIVING RECORD**: Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 3-5 days for delivery and longer for out of state.

**THE POSITION**: Provide administrative support to the health services manager and program in the areas of health and nutrition in accordance with Head Start Policies, Procedures and Performance Standards in order to offer a quality health, dental, and nutritional program for children, families and staff through education, attitude and positive modeling with the respect for personal growth. Provide administrative support to Developmental Specialist (DS) in the area of development in accordance with Head Start Policies, Procedures and Performance Standards.

**Essential Functions of the Job –Health Program**

1. Provide health screenings as directed by supervisor and maintain required records. 2. Following health team assessment employee will be assigned appropriate Home Visits (HV) to families in the program to discuss health related information. I.e; Dental, Medical, Nutrition, Developmental appointments and supply resources. 3. Maintain AHA Heart Saver CPR/FA Instructor certification and provide training to the Head Start program staff and families in a positive manner, and demonstrate positive guidance techniques. 4. Fax doctor and dentist offices for required enrolled children’s information as directed. 5. Participate with ongoing assessment of health education needs and assist with the distribution of health information for children, families and staff. 6. Maintain, fill and restock health and nutrition related equipment and supplies. Maintain inventory of supplies. 7. Work with parents to attain up-to-date health information including dates of last exams or follow-up. Phone calls will be made to families to remind them of upcoming appointments and help with barriers as needed. Fax doctor and dentist offices for required enrolled children’s information as directed. 8. Input data into program data management systems for medical and dental information in accordance with State regulations and Head Start performance standards. Maintain medical, dental and CACFP program records and statistics. Monitor and review all CACFP classroom documentation on meals for the USDA claim monthly. 9. Participate in planning and evaluation of personal and professional training; participate in recommended training, demonstrating knowledge gained through changed practices; plan, manage and participate in curricular committee and team meetings. 10. Participate as an active member of the Health Team and ensure health services are supported, documented, and monitored in Head Start Program. 11. Report suspected cases of child abuse and neglect as outlined in Child Abuse Policies. Essential Functions of the Job –Development 1. Review all Disabilities files twice a year. 2. Upload into children’s database documents provided by DS. 3. Input IFSP meeting dates, communication with staff and EI/ECSE team members as requested. 4. Assist DS to input speech screener results and upload speech screeners into database. 5. Monitor and notify DS of referrals to EI/ECSE noted on well-child exams. 6. Notify DS of hearing and vision results and rescreen results for children who are in the evaluation process or for those who have an IFSP. 7. Represent Head Start Early Intervention Council if DS is unable to attend meeting. 8. Assist DS in preparing for monthly items on Behavior and Social Emotional Supports. 10. Review IFSP information in database. 11. Create classroom behavior supports (visual cues, social stories, etc.) as directed by DS.

**NOTE**: Regular and consistent attendance required.

**MINIMUM QUALIFICATIONS**: Two years progressively responsible work related experience which includes experience with families and children ages 0-5 OR a satisfactory equivalent combination of experience and training. At time of appointment, must possess a valid Oregon driver's license, be enrolled in the Criminal History Registry and have completed a Staff Health Appraisal. Within 30 days of employment, must: 1) Acquire an initial first aid card and renew as necessary to keep current. 2) Must acquire an initial food handler's card and renew as necessary to keep current. Within 1 year of employment, must satisfactorily complete the “Basic Health Services Credential” offered by the National Head Start Association.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of**: Reasonable knowledge of health and nutritional issues; reasonable knowledge of child development; reasonable knowledge of parent training techniques and processes; reasonable knowledge of basic medical equipment; basic knowledge of community resources. **Skill in**: Interviewing techniques; use of office equipment which includes automated equipment; use of medical assessment equipment. Experience working with pre-school children and their families. **Ability to**:...
Communicate effectively in both oral and written forms; make decisions independently in accordance with established policies, and use initiative and judgment in carrying out tasks and responsibilities; establish and maintain records, reports, and statistical data; represent program in a variety of settings; maintain confidentiality; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with coworkers, children and families, federal and state agencies, consultants, medical providers, community groups and the public. Must follow all safety rules and practices and perform work in a safe manner, and be aware of surroundings at all times.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work will require bending, keyboarding, lifting and carrying up to 5 pounds (occasionally up to 60 lbs.), manipulating equipment, reaching, sitting, standing, stooping and walking. Work is typically performed under reasonable good working conditions. Work requires continuous/concentrated mental and/or visual attention and alertness.

**REQUEST AND SUBMIT COMPLETED UCAN APPLICATION TO:**
UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470  
541-492-3913   FAX 541-492-3921  
Application on website: [www.ucancap.org](http://www.ucancap.org)

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