



LICENSED HEALTH SERVICES SPECIALIST

Location: Douglas County, Oregon

Salary: \$17.05 - \$25.55 Hourly

Licensed Health Services Specialist – DOUGLAS COUNTY, OREGON

Positions Available: Full-Time, Non-Exempt

Department: Head Start

ESSENTIAL JOB DUTIES

Under the direction of the Health Services Program Manager, the Licensed Health Services Specialist will:

- Provide information relative to Head Start/EHS health and nutrition requirements: support families in completing immunizations, physical, dental and exams (follow-up and referral). Meet with children and families; gather medical history and other required information for health screenings. Conduct EHS newborn home visits within 2 weeks of birth or coordinate with nurse consultant to complete visits. Document and track follow-up needs for health, dental, nutrition, hearing and vision concerns, and significant parent contacts in the database.
 - Design and deliver training to staff, parents and community organizations to include best practices in the child health field as well as community collaboration opportunities and services. Assist with training of staff to perform required health screenings, Health Action Plans and Blood Borne Pathogens and work with nurse consultant to provide Medication Administration training to all staff as hired.
 - Review and analyze data and quarterly monitoring of children to ensure health needs are being met. Monitor and review child files. Update Immunizations in the web based data system on a regular basis and update annual state immunization update.
 - Establish and maintain relationships and collaboration with the medical and dental communities and other community agencies and partners. Act as liaison to Dental and Doctors' offices and fax for program required information. Represent the program to the public and other agencies. Coordinate services with contract providers and Head Start managers and supervisors. Advocate and collaborate with community agencies to support child, family and agency outcomes.
 - Participate with ongoing assessment of health education needs and assist with the distribution of health information for children, families and staff. Review and recommend health related articles and fast food tips for monthly parent newsletter. Respond to identified health needs within the program and provide expertise and support. Use a multidisciplinary team approach to develop and provide health services to children, families and staff. Provide information, referral and coordinating efforts to link staff and families to appropriate community resources. In collaboration with managers and other consultants, develop and maintain policies and procedures. Participate in budget preparation and monitor fiscal recordkeeping. Report suspected cases of child abuse and neglect as outlined in Child Abuse Policies.
 - Support Health Services Manager with coordination and organization of the Health Services Advisory Committee (HSAC) meetings throughout the year. Attend committee meetings and training sessions representing the Health Services Team as requested by the Health Services Manager. Plan, manage, and participate in various other committee, team and management meetings. Participate as an active member of the wellness team, focusing on employee health and wellness.
 - Participate in planning and evaluation of personal and professional training; participate in any recommended training, demonstrating knowledge gained through changed practices
- ✓ **Regular and consistent attendance is required.**

POSITION REQUIREMENTS

Minimum Qualifications:

- Certified Medical Assistant (CMA) with 5 years of experience. Licensed Practical Nurse (LPN), Licensed Vocational Nurse (LVN) preferred. Experience working with preschool children preferred. Familiarity with the Head Start/Early Head Start programs preferred. An equivalent combination of certification/licensure and experience that demonstrates the required knowledge, skills and abilities required for the position will be considered in lieu of the outlined requirements.
- Considerable knowledge of child health theories, principles, practices and procedures as applied to communicable disease control, growth and development, chronic disease management, nutrition and health education; considerable knowledge of sound case management; considerable knowledge of and ability to participate in program planning, evaluating and implementing programs to meet specific objectives; reasonable knowledge of educational theories and techniques; reasonable knowledge of psychoactive medication and treatment applications. Reasonable knowledge of child care, state child care subsidy, community action and other anti-poverty programs.
- Ability to communicate effectively in both oral and written forms; maintain confidentiality; perform research, compile, analyze and evaluate data and/or operations and develop and implement corrective action to resolve problems; establish and maintain recordkeeping systems and reports; make decisions independently in accordance with established policies and procedures and in compliance with federal and state regulations, establish new policies; motivate and lead support staff using a collaborative team approach; utilize problem identification and resolution techniques; multitask; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with coworkers, Policy Council, children, families, state and federal officials, medical providers, contractors, community groups and the public. Must follow all safety rules and practices, and perform work in a safe manner.
- Driver's license required- must provide court print driving record that meets the requirements of the UCAN Driver Policy as part of contingent offer of employment.
- Successful completion of background check with the Central Background Registry.
https://secure.emp.state.or.us/ccd/index.cfm?action=home&i=nrml_fwd_s7 **Submit receipt of enrollment with application.**
- Ability to acquire a First Aid Card and renew as necessary.
- Ability to acquire an initial food handler's card and renew as necessary.
- This position requires a staff health appraisal.
- This position requires COVID-19 vaccination status or religious/medical exemption.
- This position requires sufficient mobility to address the changing needs of children which can be frequent and/or unexpected. Includes, but not limited to; being in one position for a period of time, bending, reaching, squatting, lifting up to 40 lbs. regularly, moving about office, classrooms and in homes.
- Work requires continuous/concentrated mental and/or visual attention and alertness.

SUBMIT APPLICATION TO: ucan.employment@ucancap.org

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

Phone: 541-492-3913 FAX: 541-492-3921

UCAN is an Equal Opportunity Employer.

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources: ucanhr@ucancap.org