

Puget Sound ESD Early Childhood Education and Assistance Program  
**Health Assistant Sample Job Description**

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**Overview of Position:**

Assists site program in achieving optimal health for ECEAP children and families, working in partnership with the families. Works in an interdisciplinary approach with site team to achieve ECEAP program standards in the health/nutrition component.

**Primary Responsibilities:**

1. **Team Player:** Contributes to the development of communication, mutual respect, mutual support, competence and creativity among all members of the ECEAP staff.
2. **Recruitment:** In collaboration with other site staff, supports and participates in ongoing recruitment efforts to ensure full enrollment.
3. **Data Collection:** Collects health and nutrition information including medical, dental, immunization reports and other information from parents and health providers. Provides health summaries and information reports to center staff and coordinators.
4. **Arranging Health Services:** Works in partnership with parents to obtain exams, assisting with access to health care providers, and with identifying obstacles to completing the exams. Assists to secure appropriate treatment and follow-up on referrals for their children. Assists in determining health care insurance status of families and assists with the referral to and navigation through the Managed Care health system.
5. **Identification of Health and Nutrition Concerns:** In collaboration with center staff and nurse consultant, identifies health concerns of children, including oral health and provides referrals to health treatment as appropriate. Develops appropriate individualized child health plans as needed. Identifies children at nutritional risk, working with teacher, family and health care provider as indicated in the PSESD Nutrition Protocol.
6. **Health Screening:** Completes health screenings of vision, hearing, and growth and assist parents with referral to community providers.
7. **Immunization Review:** Reviews immunization records and assists with the identification of immunization status, assisting parents to obtain any needed immunizations, along with completion of the Annual State Immunization Report.
8. **Professional Development:** Gains knowledge and skills by participating in PSESD in-service trainings, staff meetings, and other training opportunities throughout the year.
9. **Health Education:** Provides health, nutrition and oral health education to children and families including education of parents about advocating for the child's health needs. Also provides health education materials and resources.
10. **Recordkeeping/Documentation:** Provides documentation of all contacts with families. Records contacts with families at least monthly until all required health records and treatment is completed. Organizes and provides a system of tracking all health records in an organized method. Maintains accurate records of adult contact hours and provides accurate health statistics for program activity reports.
11. **Health Records:** Assembles, organizes and maintains records and files related to the health component.
12. **Interdisciplinary Staffing:** Participates in interdisciplinary planning for children and families to include staffings, multidisciplinary teams, individual education plans and other cross-component coordination efforts.
13. **Referral:** Assists families to identify and access health/oral health/nutrition providers and resources. Develops and maintains an updated community health/oral health/nutrition resource list.
14. **Transitions:** Works with families and site team to ensure smooth transitions for children and families with before and after school care and between ECEAP and Kindergarten

15. **Evaluation of Child Health Plans:** Evaluates and documents in child's file each family's experience with working on their child's health plan at the end of the school year.
16. **First Aid/CPR:** Maintains first aid kit supplies and provides first aid as needed to ill or injured children. Maintains first aid and CPR certification.
17. Responsible to keep informed of ongoing program changes and updates.
18. Performs other duties as assigned.

**Required Knowledge, Skills and Abilities:**

- Head Start/ECEAP experience or knowledge
- Experience in health-related field
- Ability to work effectively with diverse populations and people with limited income.
- Ability to establish and maintain effective working relationships with staff, children and parents.

**Required Qualifications:**

1. The equivalent of 12 college quarter credits\* in family support, public health, health education, nursing or another field directly related to their job responsibilities

Note: The duties listed above may be integrated into the job description of other center staff who meet or exceed the required qualifications.

**Certification and Licenses:**

1. Completion of a one-step Mantoux tuberculosis (TB) skin test, unless there is written proof of one of the following:
  - ® A negative Mantoux TB test in the 12 months prior to hiring.
  - ® Medication therapy to treat TB.
  - ® A recent negative chest X-ray and a statement from a health care provider that the individual does not pose a risk to others.