

**Economic Improvement Council, Inc.**

**JOB DESCRIPTION**

**JOB TITLE:** EHS Health Assistant/Disabilities/Mental Health Coordinator

**SUPERVISOR:** EHS/HS Health Services Manager

**WORK STATION:** Head Start Administrative Office and field

**DUTIES AND RESPONSIBILITIES:**

Health Services

1. Assist with the arrangements for screenings on all EHS children, including children with disabilities and families.
2. Assist with the arrangements of evaluations on referred EHS children.
3. Assist with ensuring that each EHS child has a medical home.
4. Responsible for medical and dental services for EHS children and needed follow-up.
5. Assist with notifying families when children health services are needed.
6. Assist with advising parents of the health status of their children.
7. Responsible for assisting with training, supervising, and providing technical assistance to EHS Family Service and Health Services Workers.
8. Responsible for parent involvement in the health area.
9. Assist with maintaining health records on all EHS children.
10. Ensure that infants and toddlers immunizations are current and up to date and complete Annual Immunization Report.
11. Assist with conducting First Aid/CPR classes for EHS staff when needed.
12. Assist with purchasing and distributing health services supplies to include First Aid kits and fanny packs to EHS classrooms.
13. Ensure that health services are tracked on PROMIS for all EHS children.
14. Assist with providing training and technical assistance to EHS staff
15. Serve on Nutrition Committee.
16. Make home visits if deemed necessary.
17. Make monthly center visits and conduct Fire drills and Storm evacuation practices.
18. Other duties as deemed necessary.

**DISABILITIES:**

1. Responsible for the arrangement of services for infants/toddlers with disabilities and their families.
2. Responsible for assisting in the recruitment of infants/toddlers with disabilities.
3. Responsible for parent involvement in the Disability/Mental Health services area.
4. Responsible for maintaining the enrollment of 10% infants/toddlers with disabilities.
5. Obtain diagnostic information or records on infants/toddlers with disabilities.
6. Establish and maintain a comprehensive diagnostic file for each child with a disability.
7. Consult with teachers concerning special needs of children with disabilities, make classroom observations, recommendations, and provide technical assistance.
8. Work jointly with other EHS Program Managers in providing comprehensive services for the children with disabilities.
9. Provide supplies and equipment to classrooms of children with disabilities.
10. Make periodic center visits.
11. Other duties as deemed necessary.

**MENTAL HEALTH:**

1. Work in conjunction with the HS Disabilities/MH Manager in securing mental health professional(s) for the EHS program annually.
2. Responsible for designing and implementing a mental health program for EHS.
3. Responsible for coordination of mental health program activities for EHS.
4. Responsible for providing mental health training for EHS staff and parents.

**DESIRABLE SKILLS AND QUALIFICATIONS:**

1. Considerable knowledge of disabling conditions that affect children.
2. Possess good record keeping skills.
3. Ability to establish a professional rapport and an effective working relationship with health and educational providers.
4. Ability to relate effectively to families.

**EDUCATION AND EXPERIENCE:**

Bachelors Degree in Special Education or related field preferred or combination of education and two years of experience in working with children with disabilities.