

**Cen-Tex Family Services, Inc.**  
**Position Description – Health & Disabilities Specialist EHS/HS**

**Job Title:** Health & Disabilities Specialist  
**Department:** Head Start (HS) & Early Head Start (EHS) Programs  
**Supervisor:** Program Services Director  
**FLSA Status:** Exempt  
**Job Classification:** Regular, Full time, Full Year  
**Grade/FTE/Range:** Grade 9, 100% FTE = \$29,471 - \$53,486  
Based on an hourly rate of \$14.17 – \$25.71  
**Prepared Date:** Revised for COLA 2/10

**SUMMARY**

The Health Specialist is responsible for providing basic health care and health education services for program children and pregnant women.

**ESSENTIAL DUTIES**

All duties are performed in accordance with Head Start Standards, TDFPS Minimum Standards, CACFP, and Cen-Tex Family Services, Inc. (Cen-Tex) policies and procedures.

Assist parents in strengthening the families' knowledge of health and nutrition, including: integrating health and nutrition education into the program; communicating children's health needs to parents, staff and health care providers; coordinating presentations to staff and parents on health and dental education activities; coordinating with other staff and parents regarding health screenings, and providing information and referrals as necessary.

Provide child related health screenings, including heights, weights, hearing and vision. Provide information and support on these issues to children, families and staff. Analyze data to assist in program planning and training. Collaborate with and support Home Visitor Teachers regarding provision of health related home-based services and follow-up on home-based children's health needs.

Provide health support to expectant mothers, including prenatal and post-partum home visits.

Oversee past and current health history of each enrollee, and ensure staff follow-up on needed services. Review essential medical records.

Counsel parents, children and staff about proper preventive health care, hygiene and sanitation.

Maintain and develop cooperative relationships with families, staff, outside agencies and service providers.

Coordinate child disability services to program participants, to include the development of policies and procedures for recruitment, enrollment, provision of services, and staff training. Work closely with Site Directors, Early Ed. Specialist, Family Advocates, Home Visitor and classroom Teachers to ensure all children with disabilities are fully included in all aspects of the program and receive all services to which they are entitled.

Ensure services are provided for children with disabilities, ensuring the level of service provided to families responds to their needs and circumstances, including appropriate screening and referral for children with documented behavioral problems.

Serve as the agency's Coordinator of the provisions of Section 504 of the Rehabilitation Act of 1973 as stipulated by CACFP guidelines, including special program and service accommodations.

Collaborate with the Nutrition Specialist about nutritional requirements and concerns of children and expectant mothers.

Assist enrolled expectant mothers with access to comprehensive prenatal and postpartum care through referrals.

Assist families in identifying and accessing a medical home to assure ongoing care.

Ensure enrolled expectant mothers are receiving health education about their pregnancy, fetal development, and the benefits of breastfeeding.

Ensure that arrangements have been made for nursing mothers who choose to breastfeed in center-based programs.

Advocate the importance of early childhood education; patient centered health education; early and on-going prenatal care; breastfeeding; and continuing high school education for pregnant teenage women.

Ensure confidentiality of agency and family information assigned to position.

Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs. In working with others, problem solving is required to identify issues and create action plans.

Report to work at scheduled time and maintain good attendance. Perform all duties in a safe, timely and professional manner. Participate with a positive attitude and behavior in all program activities.

Continue professional growth by participating in classes, training programs, and workshops/conferences, as the budget allows.

Provide a positive image to co-workers and the community supportive of the agency's goals and objectives.

Perform other related duties as assigned

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least 18 years of age as required by the TDFPS Minimum Standards for Child-Care Centers. Must be at least 21 years of age for persons driving a vehicle on agency business, and at least 25 years of age if required to transport children and families served by the agency, as required by agency automobile insurance.

Driving is required for this position. Depending on agency resources, employees may be required to provide private transportation to complete assigned duties. Employees will be reimbursed for approved mileage following the guidelines as set forth in the agency Personnel Policies

### **EDUCATION and EXPERIENCE**

**Preferred Requirements:** Bilingual and biliterate in Spanish and English

**Education:** Associate of Science in Nursing (RN) or Bachelor of Science in Nursing (BSN)

**Experience:** Five years of experience in public health, working with community groups, families, pregnant women and young children; child development and screening and assessment; knowledge of Head Start and Early Head Start Standards, CACFP and TDFPS Minimum Standards for Daycare Centers.

### **Minimum Requirements:**

**Education:** Licensed Vocational Nurse (LVN) or Licensed Practical Nurse (LPN)

**Experience:** 2 years working with health support of newborn to 5 year old children; pregnant women, public health; nursing; health education; maternal and child health or health administration. Experience working with children with special needs and families and community groups and public agencies.

**Experience in coordinating care for children with disabilities, and knowledge of community resources.**

**Awareness of: needs of low-income children and families; cultural issues and local community resources.**

**Working knowledge of: personal computers, word processing and database software; Internet accessibility; email usage. Ability to work independently as well as with a team.**

**High School Diploma or General Education Degree (GED);**

### **LANGUAGE SKILLS**

**Preferred requirements:** Bilingual/biliterate skills in Spanish and English preferred.

### **Minimum requirements:**

### **LANGUAGE SKILLS**

**Preferred Requirements:** Bilingual and biliterate in Spanish and English

**Minimum Requirements:** Ability to communicate in English.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence.

Ability to speak effectively before groups of parents, employees of the organization, or community groups.

Ability to communicate effectively in both written and oral forms with all levels of management, both external and internal to the Agency.

Use of effective listening skills to establish rapport with children and families in a supportive and nurturing manner.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

CPR (infant, child, adult) and First Aid; LVN, LPN, RN, or related certification. Vision and hearing screener certification.

This position requires occasional driving of agency vehicles; therefore, Valid Texas Driver’s license, appropriate automobile liability insurance as established by the State of Texas, and an acceptable driving record as established by agency automobile insurance carrier.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit on floor and/or preschool chairs; climb or balance; and bend at the waist, stoop, kneel, crouch, or crawl in order to maintain direct eye contact with children. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee is occasionally required to bend at the waist and/or knees(i.e. lifting child from crib; lifting child to place on changing table; lifting to place into high chair), stoop, kneel, or crouch while simultaneously lifting or physically supporting an infant or toddler. Safe lifting practices must be adhered to at all times for employee and child safety.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to extreme heat, wet and/or humid conditions. The noise level in the work environment is usually moderate to noisy.

May be exposed to bodily fluids.

May encounter a variety of conditions when conducting home visits. Employees must evaluate conditions presented for their safety and needs, and confer with supervisor when problems or concerns arise.

Work Location \_\_\_\_\_

Regular Work Schedule \_\_\_\_\_

In addition, occasional evening and/or weekend hours may be required to assist with special functions, including parent meetings, home visits, recruitment and agency events.

Effective Date of Job Description \_\_\_\_\_

**I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor reviewing description with Employee      Date