

**Head Start, Inc.
615 North 19th Street
Billings, MT 59101**

◀ VACANCY ANNOUNCEMENT ▶

INTERNAL/EXTERNAL OPENING

POSITION: Disability and Health Specialist

WORKSITE: 615 N. 19th St.
Billings

RATE: \$15.00 – 16.84/hour
Depending on education/experience

OPENING DATE: May 23, 2017

CLOSING DATE: until filled

JOB DUTIES: See Attached Job Description

QUALIFICATIONS: Four-year degree in education, public health, or related field required. Experience in developing Individual Education Plans required. Education or experience in special education, early childhood education, maternal/infant care, or pediatric nursing desired.

WORK SCHEDULE: 40 hours per week/42 weeks per year

HOW TO APPLY: Submit Current Resume, Transcripts
& Completed Head Start Application Form

**Dee Dee Kane
Human Resource Director
Head Start, Inc.
615 North 19th Street
Billings, MT 59101**

Head Start, Inc. is an Equal Opportunity Employer

Head Start, Inc. Position Description

Functional Title: Disabilities/Health Specialist
Supervisor: Family and Community Partnership Director
Grade: 7

FLSA: Non-Exempt
Position Status: 40 hour week/42 weeks per year

Position Summary

This position oversees the disability and health services for children and families in the Head Start, Inc. program. The position is charged with the coordination of services for children and families with special needs, as well ensuring that children with special needs are able to be included in the full range of activities and services provided by Head Start, Inc. to children in the program. The position also ensures that children and families in the Head Start, Inc. program receive the highest quality of health services in the program, including supporting families in ensuring their children are healthy and ready to learn.

This position coordinates child health and developmental screenings, supports families through the development of Individualized Education Plans, and ensures the completion and documentation of all required health and disability services for Head Start children while collaborating with community health agencies to advocate for and meet children's health needs. This position participates in service strategies that contribute to the welfare of Head Start, Inc. and the families served while being mindful of the responsibility to maintain confidentiality, be supportive and provide a flexible atmosphere. This position serves with integrity and fidelity to ensure Head Start, Inc. values are incorporated into daily operations.

This position reports to the Family and Community Partnership Director and does not supervise employees.

DUTIES AND RESPONSIBILITIES

- Be familiar with Head Start Performance Standards and ensure compliance with health and disabilities requirements.
- Participate in the development, delivery, follow-up, referral and evaluation of health and developmental screenings for children enrolled in the Head Start program, including collaboration with community partners.
- Manage the flow of disability information from referral to evaluation to ensure documentation is complete, parents are aware of their rights and responsibilities, and communication among providers is coordinated.
- Document information related to disabilities and special needs in a timely manner so information is current and can be utilized by staff involved in the child's plan.
- Support classroom staff in the implementation of interventions for identified children.

- Educate parent in special needs and health advocacy for their children.
- Carry out health-related education and training for staff, families, and children, in collaboration with other employees and community partners.
- Support families in establishing medical and dental homes, as well as securing health insurance, for their children so that well-child checks are current.
- Document contacts and services provided to meet program requirements.
- Provide home visits as necessary to support family wellness.
- Ensure that current physical & dental exams are obtained and data are entered appropriately on each child within 90 days of enrollment and that those records are filed appropriately.
- Identify children with urgent health needs, such as food allergies, and develop/monitor Individual Health Plans for children with special health care needs; shares Health Plans with families and school districts, as appropriate.
- Maintain list of children with allergies & medications and keeps appropriate staff informed regarding any necessary practices pertaining to the health needs.
- Participate on the program's Safety Committee, rotating yearly with the Health Education Specialist.
- Collaborate with the Health Specialist to supervise interns and nursing students as available.
- Adhere to defined procedures for identifying and reporting incidents of suspected child abuse and neglect.

ESSENTIAL SKILLS

- Must be able to build solid relationships with parents, children, and employees.
- Must maintain self-control and manage difficult or emotional situations with tact and professionalism.
- Must communicate clearly, both orally and in written format.
- Must be organized to ensure timely and accurate documentation of required records and reports, as well as protect confidentiality of information.
- Must demonstrate respect and sensitivity at all times for cultural, racial and economic differences.
- Must treat others with respect and consideration to foster a teamwork environment.
- Must support and advocate the program's approach to child development and education.
- Must model leadership in employee relations through effective communications, guidance, leadership, training and coaching.
- Must be able to use computer technology and understand its application to organizational and/or departmental function.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Four-year degree in education, public health, or related field required. Experience in developing Individual Education Plans required. Education or experience in special education, early childhood education, maternal/infant care, or pediatric nursing desired.

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 talk, listen, stand, walk and sit. While performing the duties of this job, the employee is also often required to use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, bend, stoop, kneel, crouch or crawl, taste or smell and move quickly to respond to children's health or safety needs.

The employee must frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this position, the employee works in a busy office environment, travels by vehicle, may be exposed to changing weather conditions, and may work in varied environments. Noise level is usually moderate.

COMMENTS:

This description is intended to describe the essential job functions and requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of this position. Other functions and duties may be assigned as determined to be necessary for overall job accomplishment.