



COMMUNITY ACTION PARTNERSHIP
Dickinson, North Dakota

Position Description

Department: Head Start/Early Head Start Status: Non-exempt
Position Title: Health Office Assistant Grade Level: D
Supervisor: Head Start/Early Head Start Health Coordinator

Management Approval: _____ Date: _____
Supervisor Signature: _____ Date: _____
Employee Signature: _____ Date: _____

All position descriptions are subject to change as business requirements dictate.

A. GENERAL SUMMARY OF RESPONSIBILITIES:

Assists and provides support for the Head Start/Early Head Start Health Coordinator. Provides clerical duties to include inputting health related data, follow up communication with parents on children’s health screenings, and follow up with safety related concerns in the Head Start/Early Head Start programs. Assists in the Early Head Start office with answering incoming phone calls, greets visitors and completes various office duties. Assist with meeting the objectives of the Head Start/Early Head Start Program.

B. SPECIFIC JOB RESPONSIBILITIES:

The job responsibilities listed do not include all the specific tasks which the employee may be expected to perform.

1. Demonstrated support for the agencies mission, goals and values.
2. Participates in strategic planning of the agency and programs and direction of the programs.
3. Assists the Program Director by keeping within the fiscal constraints of the budget.
4. Identifies professional and organizational issues and trends suggesting action, facilitating change and participates in restructuring of programs and services.
5. Maintains staff, client and agency wide confidentiality at all times.
6. Serves as liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.
7. Prepares various statistical and narrative reports to meet all Agency, Government and Grant requirements.
8. Attends meetings, workshops, and training sessions as approved by the Program Director.
9. Participates on program related committees as approved by the Program Director.
10. Is required to travel by ground or air to meetings, conferences, trainings, to complete screenings, etc.
11. Continues professional growth through educational and training experiences in their field.
12. Assists with the preparation of materials for training within the health department.
13. Completes general clerical duties and other tasks as assigned by the Health Coordinator.
14. Assists with inventory of equipment for the Early Head Start program.
15. Assists Health Coordinator with Head Start/Early Head Start parent registration and paperwork.
16. Participates in the review of Health and Safety Work Plans annually.
17. Assists Health Coordinator with Environmental Health and Safety Self-assessment.
18. Assist with general office work covering where needed as well as the Early Head Start front office.
19. Prepares and sends Early Head Start health screening releases for the Health Coordinator.
20. Utilizes the computer Child Plus software by inputting information from child health screenings.
21. Collects data for quarterly Health/Safety checklists, as needed.
22. Documents minutes for Health Advisory committee meetings.
23. Assists the Health Coordinator with the coordination of the Health Advisory committee.
24. Assist the Health Coordinator with reviewing and updating Health and Safety Policies and procedures.
25. Collaborates with area clinic staff.

C. SUPERVISORY RESPONSIBILITIES:

None

D. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):

Required

1. Associate Degree in Office Administration, or the equivalent.
2. CNA or other nursing experience preferred.
3. One-year full-time experience as a medical support staff with clerical/office duties.
4. Experience working with people from various socio-economic and educational backgrounds.
5. Must possess a valid driver's license and insurable driving record.
6. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
7. Demonstrated ability to effectively communicate both in written and oral forms.
8. Proficient with computer and software to include Windows, Internet, Microsoft Office software and other office equipment.
9. Demonstrated ability to utilize the Child Plus software within 3-months of hire.
10. Current CPR and First Aid Certification within one year.

E. PHYSICAL DEMANDS:

Constantly:

Vision correctable to near 20/20.

Frequently:

Sitting, walking, stooping, crouching, kneeling, reaching horizontally and vertically, standing, bending, balancing, use of arms, legs, hands and feet and fine motor skills, color discrimination, peripheral and depth perception, talking and hearing, running, climbing stairs and ladders, crawling, twisting and turning trunk, rapid mental-muscular coordination, reaching down and overhead, pushing and pulling, lifts and carries up to 25 pounds.

F. WORK ENVIRONMENT:

Frequently:

Works in a variety of working conditions including indoor/outdoor in controlled and uncontrolled environments. High stress situations with moderately high noise level. Position may require the need to work non-traditional work hours as assigned by Program Director.