

HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

POSITION TITLE	: HEAD START NURSE
PROGRAM	: Head Start
SALARY GRADE	:
FLSA STATUS	: Exempt
REPORT TO	: Comprehensive Services Program Manager
SUPERVISE	:

INTRODUCTION

The Head Start Nurse works as part of the Head Start multidisciplinary team to ensure that all health requirements for enrolled children meet the health requirements for enrollment and compliance with the Head Start Performance Standards and the State Department of Health (DOH) and Department of Human Services (DHS) licensing requirements.

CORE COMPETENCIES

1. Communication - Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds. Must have the ability to read and write English at a post-secondary level.
2. Teamwork – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success in getting groups to learn to work together.
3. Problem Solving – Has the ability to systematically identify and define a problem, determine the cause of the problem, identify, prioritize and select alternatives for a solution, and implement a “best fit” solution.
4. Build Collaborative Relationships/Teamwork – Develops and maintains win/win relationships and partnerships. The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
5. Decision Making/Problem Solving/Analytical Ability – Able to make difficult and appropriate decisions in a timely manner.
6. Self Development – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development and personal growth.

ESSENTIAL POSITION & RESPONSIBILITIES includes the following:

- Performs direct health services, such as screenings, examinations, and immunizations
- Reviews child and family health records and documents to determine accuracy, compliance, and clarity
- Reviews Allergy Statements, Consent for Administration of Medication, and Consent for Emergency Treatment to be aligned with addressing child's needs and classroom emergency treatment/procedures
- Reviews Emergency Treatment Information and Plans with possible consultation with physicians
- Consults with physicians in ensuring child's well-being
- Inputs and monitors health data into ChildPlus data system.
- May administer medications
- Works in collaboration with Health Promotions and Prevention Specialist and Child Health and Development Specialists in planning and implementing health literacy through trainings and newsletters
- Maintains and tracks health records in collaboration with the comprehensive services assistants (CSAs) for the program and reporting to State agencies (DHS/DOH)
- Conducts classroom visits on a regular basis to provide support to teaching team and children
- Offers health education, training, resources, and consultation to families
- May provide training in first aid and CPR
- Addresses health alerts/concerns for enrolled children
- Works and assists Health Promotion and Prevention Specialist and Child Health and Development Specialists in addressing barriers and challenges for optimal progress and outcomes for health school readiness
- Collaborates and develops/maintains partnerships with community health agencies
- Provides support and assistance to education teams and family advocates in working with families to meet health requirements for program and State agencies
- Participates in team conferences
- May conduct home visits as determined/needed
- Attends and participates on the Health Advisory Committee
- Attends Policy Council Meetings and Comprehensive Services Standing Committee meetings
- Other related tasks as needed and determined

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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Meets the degree (bachelors) and requirements for RN or LPHN

EXPERIENCE

A minimal of one year providing health services to families and children in a Head Start Program; two years working with children 0-5 years and their families in an education setting; two years in a clinical setting

PHYSICAL DEMANDS/WORKING CONDITIONS

	Never/ Rarely	At Times	Often/ Constant
Work Locations : in doors			X
Work Locations : outdoors		X	
Work Locations : sitting		X	
Walking/standing			X
Bending/crouching/reaching, etc		X	
Lifting/carrying - light (up to 10 lbs)			X
- medium (11 to 20 lbs)			X
- heavy (over 20 lbs)		X	
Contact with hazardous materials	X		
Dust, smoke, odors, noise, etc	X		
Travel - inter-island		X	
Travel - long distance (mainland, international)		X	
Use standard office equipment (including PC keyboard)			X

REQUIRED LICENSE for Nurse

A Registered Professional Nurse license to practice in the State of Hawaii if qualified as a Nurse. **NOTE: The Hawaii State Licensing Law will apply to all persons practicing nursing.**

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Must be able to work independently and be capable of using own judgment in the management of cases.
- Must be able to work with preschool aged children and their families.
- Possess a valid State of Hawaii driver's license and have daily access to an insured automobile for site visits to classrooms.
- Knowledge of and agreement with the goals and objectives of the Head Start Program and its interdisciplinary team approach towards the needs of the entire family.

- Must show evidence of current physical examination and TB test at time of employment.
- Must furnish proof of recent State of Hawaii “Criminal History Record Clearance” and FBI fingerprint check.
- Possess strong computer skills including word processing and data base management and able to operate variety of office equipment such as fax, copier, printer/scanner, multi-line phone systems, etc..

DESIRED SKILLS, KNOWLEDGE, AND ABILITIES

Bilingual/bicultural skills preferably in Samoan, Filipino, Vietnamese, Korean, Chinese, and Laotian

BENEFITS

- Company paid life insurance and health insurance.
- Paid time off including vacation, sick leave and paid holidays.
- Retirement benefits.
- Leaves of Absence both paid and unpaid.