

## HONOLULU COMMUNITY ACTION PROGRAM, INC.

### POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>: HEALTH EDUCATION SPECIALIST I/II/III (HES)</b>
<b>PROGRAM</b>	<b>: Head Start and Early Head Start</b>
<b>SALARY GRADE</b>	<b>: HES I-9 /HES II-11 /HES III-13</b>
<b>FLSA STATUS</b>	<b>: Exempt</b>
<b>REPORT TO</b>	<b>: Comprehensive Services Manager</b>

### **INTRODUCTION**

The Head Start Health Education Specialist (HES) works as part of the Head Start and Early Head Start multidisciplinary team to ensure that all health requirements for enrolled children and pregnant women meet the requirements for enrollment, continued compliance with the Head Start Program Performance Standards (HSPPS), State Department of Health (DOH) requirements, and the Department of Human Services (DHS) licensing requirements. Additionally, to align with local, state, and federal agencies; the HES will engage in activities which promote health education and prevention through the advocacy and promotion of evidence based healthy practices, health literacy, and overall well-being of children and families. HES's will work within the multidisciplinary team and community partners to explore current medical, dental, and mental health trends and issues in children's health; working towards developing new, alternative methods of helping children and families improve and cope with overall health and well-being which incorporate developmental, cultural, and linguistically appropriate approaches.

### **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:

- Ensure that all children enrolled through Head Start and/or Early Head Start program meet enrollment requirements and monitor continued health compliance per the Early Periodic Screening, Diagnosis, and Treatment (EPSDT) requirements, as it also aligns with agency, state, and federal requirements (DHS, DOH, OHS)
- Perform direct health services, such as screenings, assessments, and/or administration of medication; providing necessary referrals to parents when additional evaluation is needed
- Make contact with and collaborate with medical/dental providers and partners in obtaining health documents to address children that have special dietary challenges and/or medical conditions that may requires restrictions/accommodations and support child's health compliance with the program
- Maintain accurate health documents and consistent documentation/case notes regarding all communication and contact with providers, parents, and staff regarding a child's health within the data management system
- Collaborate and provide guidance to Family Advocates and teaching staff by providing health education workshops and/or health literacy and resources to parent committees, policy council, children, and families in an effort to meet health requirements in a timely manner
- Collaborate with site supervisors and program managers in partnering with community agencies to implement health projects, pilot studies, and trainings for children, families, and staff
- Assist in the maintenance of child health files and other materials for quality assurance monitoring and review
- Provide guidance to staff in meeting CACFP policies and procedures and Head Start regulations, maintaining accurate records and reports
- Assist in conducting CACFP meal service review for both Head Start and Early Head Start programs; including menu review and food service; work collaboratively with the Comprehensive Services Manager and Health Team to ensure all meal reviews are completed and monitored in a timely manner
- Provide comprehensive wellness activities, trainings, resources for staff, children, and families
- Attend and participate on Health Advisory Committee; collaborating and maintaining partnerships with community health agencies and partners
- Participate in monitoring of all health records and data analysis for program reports, service, planning, improvements, and training; submitting monthly reports, as required to show progress

- Keep records, writes reports, analyzes data, maintains confidentiality of records
- Perform other related duties as assigned or required

**EARLY HEAD START PROGRAM RESPONSIBILITIES; in addition to above duties, also** includes the following:

- Provide health education and support to both prenatal women and their children and monitor continued health compliance per the Early Periodic Screening, Diagnosis, and Treatment (EPSDT) requirements, as it also aligns with agency, state, and federal requirements (DHS, DOH, OHS)
- Direct, monitor, track, and report the timely delivery of medical, dental, physical, and mental health services to EHS pregnant women and EHS children; ensuring compliance with regulatory timelines as it aligns with HSPPS
- Collaborate and coordinate with EHS Home Visitors to conduct individualized prenatal and postnatal education and planning; including Prenatal and Postpartum Depression Screenings
- Implement high quality prenatal curriculum that is individually, ethically, culturally, and linguistically appropriate and responsive to the needs of each pregnant woman, and includes education on fetal development, labor and delivery, postpartum recovery, and the benefits of breastfeeding
- Collaborate with the EHS Home Visitor to conduct a prenatal health education visits; as well as, postpartum visits within two weeks of infant's birth to assess well-being of mother and child; including Postpartum Depression Screening
- Collaborate with the EHS Home Visitor to conduct scheduled Well Baby Check Home Visits that coincide with EPSDT periodicity schedule, in an effort to provide parent with health education, resources, and information on age- appropriate and early preventative health/dental care; including immunization schedule

**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**

**Health Education Specialist I (HES I):** Associates Degree in Human Services/Development, Social Services, Early Childhood Education, or Child Development, **OR** High School diploma or equivalent **AND** Medical Assistant certification or Nursing Assistant certification with successful completion of terminology coursework.

**Health Education Specialist II (HES II) & Health Education Specialist III (HES III):** Bachelor's degree from an accredited university or college in Early Childhood Education, Child Development, Human Development, Family Studies, Human Services, Psychology or other closely related field; or Masters Degree from an accredited college or university in Public Health, Social Work, Human Services, Psychology, or other closely related field. Training in Nursing or Health Education is preferred.

## **EXPERIENCE**

**Health Education Specialist I (HES I):** Two years of full time progressively responsible administrative experience ***SUBSTITUTION:*** *Graduation from a two year college or business school with a major in health services and/or business may substitute for two years of administrative experience.* \*Knowledge in child development for children ages birth to 5 years old preferred.

**Health Education Specialist II (HES II):** Minimum of one year providing family, education, and health services to families and children in a Head Start Program; two years working with prenatal women and children ages birth to 5 years and their families in an education setting; collaboration and partnerships with community agencies for resources and guidance.

**Health Education Specialist III (HES III):** Minimum of two years of full time work experience in a Head Start Program position working with families on family engagement and promoting health and wellness. Experience in development, planning, and implementation of training, knowledgeable in motivational interviewing techniques, or other experience related to the listed job roles and responsibilities.

## **PHYSICAL DEMANDS/WORKING CONDITIONS**

	Never/ Rarely	At Times	Often/ Constant
Work Locations : indoors			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

## **LANGUAGE SKILLS**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals

- Ability to effectively present information and respond to questions from groups of managers, clients, customers, government agencies, and the general public

### **REASONING ABILITY**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral or schedule form

### **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
- Knowledge of the characteristics of low-income areas and community resources on Oahu
- Able to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, government agencies and the general public
- Knowledge in child development for children ages birth to 5 years old and understanding of Early Periodic Screening, Diagnosis, and Treatment (EPSDT) Periodicity Schedule for children ages birth to 5 years old preferred

### **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