



WORCESTER COMMUNITY ACTION COUNCIL, INC.
The Antipoverty Agency for Central Massachusetts
484 Main Street, 2nd Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: www.wcac.net

Health Assistant, Early Head Start, Part Time, 30 Hours

Worcester Community Action Council, Inc. is seeking a qualified professional for a part time (30 hours) open position in our Southbridge location to assist the Health and Nutrition Coordinator in providing health and nutrition services and programs offered to the children, families and staff in our Head Start (HS) and Early Head Start (EHS) programs.

Qualifications:

- High School Diploma or HiSET equivalent required. Associate's degree preferred.
- Medical Assistant Certificate preferred. Ability to decipher medical terminology is a plus.
- Good written and verbal communication skills are required.
- Ability to speak and write in Spanish is a plus.
- Advanced computer skills and working knowledge of Microsoft Office. Ability to learn databases used in the HS/EHS program.
- Excellent organizational skills with attention to detail.
- Ability to multi-task.

Special Certification or Documentation:

- Ability to successfully complete a CORI/SORI/DCF review every two years.
- Valid Driver's license and reliable transportation.
- Evening hours may be required to meet the needs of the families and programs.
- Must have current certificates in First Aid and CPR.
- Mandatory physical every two years and Mantoux test required per DEEC. Hepatitis B (optional).

Duties and Responsibilities:

- In accordance with Head Start Standards and DEEC regulations ensure that all children are safely accounted for and not left unattended at any time while in the daily care of the WCAC Head Start program.
- Assist with health and nutrition screenings for EHS and HS children and notify parents of the results (including hearing & vision screenings).
- Enter health and nutrition data into the Child Plus database and the Excel tracking system.
- Track monthly data from health and nutrition reports. Provide health and nutrition monthly report to Health and Nutrition Coordinator.
- Assist with health and nutrition observations and parental education programs under the direction of Health and Nutrition Coordinator.
- Assist with the implementation of prescribed individualized health and nutrition plans for children identified at risk.
- Follow-up by phone call, letter, or home visit for the EHS/HS children identified with health/nutrition issues including but not limited to physicals, immunizations, dental and U.S.D.A. forms.
- Assist with the development and implementation of health and nutrition activities for children aged 0-3 years and their families.
- Assist the Health and Nutrition Coordinator with the preparation of the annual State DPH immunization report.
- Assist with scheduling appointments for community health related services for enrolled participants.
- Assist with parental, community, and staff training related to health and nutrition.
- Assist the Health and Nutrition Coordinator keep all files and documents up-to-date with health information as required by ESPDT and Head Start Standards. Complete all required documentation.
- Participate in community meetings, monthly health and nutrition meetings, and health advisory meetings.
- Assist the Health and Nutrition Coordinator with all enrollment health documentation and provide follow-up for required information.

- Participate in Health and Nutrition State and Federal inter-disciplinary trainings and conferences.
- Perform home visits as needed.
- Translate documents into Spanish as needed.
- Maintain open communication with the Health and Nutrition Coordinator.
- Assist with the delivery of lunch as needed.
- Other duties may be assigned by the Executive Director.

Send cover letter and resume specifying position to: Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608 or via email to hr@wcac.net. AA/EOE.
Resumes must be received by March 17, 2017.