



**WORCESTER COMMUNITY ACTION COUNCIL, INC.**  
**The Antipoverty Agency for Central Massachusetts**  
484 Main Street, 2<sup>nd</sup> Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810  
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: [www.wcac.net](http://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 in providing health and nutrition services and programs 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 Agency databases.
- 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:**

- Assist the Health & Nutrition Coordinator with all enrollment health documentation and provide follow-up for missing items.
- Assist with health and nutrition screenings for children in the program and notify parents of the results (hearing and vision).
- Enter health and nutrition data into the Child Plus database and the Excel tracking system. Track monthly data from health and nutrition reports.
- Assist with health and nutrition observations and parental education programs.
- 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 children identified with health/nutrition issues.
- Assist with the development and implementation of health and nutrition activities for children (0-3 years) and their families.
- Assist the Health & Nutrition Coordinator with the preparation of the annual State DPH immunization report.
- Assist with scheduling appointments and trainings for community health related services.
- Complete all required documentation and ensure all files are kept up-to-date.
- Participate in community meetings, monthly health and nutrition meetings, and health advisory meetings.

Worcester Community Action Council, Inc. is committed to a policy of equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, sex, age, national origin, religion, physical or mental disability, pregnancy or pregnancy related condition, sexual orientation, gender identification, genetic information, membership in the uniformed services or any other classification which is protected under state or federal law.

Send resume specifying position via email to [hr@wcac.net](mailto:hr@wcac.net) or to the Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608. **Applications deadline is December 6, 2019.**