



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT **JOB TITLE:** Health Supervisor

OPEN: May 16, 2018

EXEMPT: No

SALARY: 7 (\$18.97-\$21.25 DOE)

SHIFT: Day

LOCATION: Early Learning Center

DURATION: Regular Full Time

CLOSES: May 31, 2018

JOB CODE:

DIVISION: Education

DEPARTMENT: Early Learning

SUPERVISOR: Health Supervisor

VACANCIES: 1

JOB SUMMARY: Under the supervision of the Health Supervisor, the Health Coordinator is responsible for managing, planning, implementing and evaluating comprehensive health/dental, environmental safety and nutrition programs for children and their families enrolled in the Lummi Early Learning program according to the Head Start Performance Standards. This position involves extensive record keeping, organizing, and problem solving and time management. It also involves interpretation and communication of complex regulations and medical data and terminology. Extensive interaction with children, staff, parents and the larger community is also required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Ensures that all enrolled children are up-to-date on a schedule of age appropriate preventive and primary health care within four weeks of child's entry and as services become due.
2. Works collaboratively with parents to arrange any needed medical, dental, or nutritional examinations and immunizations. Assist families with appointments, if necessary schedule appointment and send reminders. Provide transportation when needed.
3. In collaboration with parents and other staff, develops a written follow-up plan and arranges re-screening, further diagnostic testing, examination and treatment for each child found to have medical, dental or nutritional problems. Assists parents, as needed, with identifying resources to obtain prescribed medications, aids, or equipment for medical and dental conditions.
4. Obtains informed signed parental consent and release of information for all health, dental and nutritional services provided to children by the program or its contracted service providers; encourages parental presence and participation at these health services; and, informs parents in writing of the results of all services.
5. Identifies health, dental, emergency and nutrition service resources within the community; and, helps parents, as needed, in securing a source of accessible health care for their families.
6. Collaborate with community resources to assure community health education.
7. Maintains detailed, accurate, up-to-date and confidential records including: child health files, health services tracking system using ChildPlus data base and documentation of all activities; develops and submits timely reports of component service provision and activities for director, and others as required. Maintains strict child, family and staff confidentiality at all times.

8. Monitors the ongoing health status and needs of enrolled children by ensuring the completion of daily health checks, the administering of medications per the agency's policy and doctors' orders, the implementation of the program's Short-term Exclusion and Readmission Policy and other procedures as needed.
9. Notify parents of health concerns: e.g. If child becomes ill at school, active head lice, physical and dental needs, etc.
10. Refers children suspected of having a disability immediately to Disabilities Services Coordinator (DSC); coordinates with DSC, other staff and families the provision of services to children with disabilities or suspected of having disabilities.
11. Attends and participates in grantee-sponsored trainings, center pre-service and in-service trainings, and other continuing education, career and professional development opportunities; reads and reviews regulations and other resources to keep abreast of current issues and trends related to the responsibilities of the job.
12. Collaborate with all staff to assure cross component efforts are maintained.
13. Staff all children with teachers, primary care giver and follow-up concerns.
14. Oversee any concerns as necessary (i.e.:child concerns, safety issues, staff training needed, etc.).
15. Meet twice yearly with Health Advisory Board to plan and evaluate Health needs.
16. Assist Mental Health Consultant with pertinent health information on each child three times per year.

MINIMUM QUALIFICATIONS:

- Certification and experience in the health and medical field such as a Certified Nursing Assistant, Medical Assistant or Physician Assistant.
- Prior experience in Head Start or related field *preferred*.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Excellent communication skills, both verbal and written are essential.
- Excellent computer skills, including Microsoft Office, Internet, data entry and the ability to type 40 words a minute.
- Excellent observation and critical thinking skills.
- Excellent time management and organizational skills
- Ability to maintain records, files and schedules.
- Understanding of the principles, practices and current state of child health and nutrition.
- Continually seeking professional development opportunities with a focus on Child Health.
- Uphold the current Code of Ethics as established by the National Association for the Education of Young Children.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and FAMLINK Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail libchr@lummi-nsn.gov
For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover

letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.