

Responsibilities:

- Assess a child's ongoing health needs based on initial health assessment, Family Partnership Agreements, daily health checks and health concerns identified throughout enrollment.
- Assist families in understanding the importance of medical/dental homes.
- Ensuring that each child is insured in a health plan.
- Work with family services to establish an ongoing source of continuous, accessible health care for families.
- Coordinate the provisions of hearing, vision, and developmental screening.
- Assist families in obtaining follow-up care and treatment as needed.
- Work with family services and teaching staff in making sure that all enrolled children are up-to-date on a schedule of age appropriate preventive and primary health care within 45 days of the child's entry and as services become due. Works collaboratively with parents to arrange any needed medical, dental, and immunizations, keeping in mind parents work schedule. Assist and collaborate with families in maintaining up-to-date well child care and immunization schedule.
- Maintains detailed, accurate, up-to-date and confidential records including: child health files, health services tracking system in Child Plus and documentation of all activities; develops and submits timely reports of component service provision and activities for director, Health Service Manager, grantee, PC, Board and others as required. Maintains strict child, family and staff confidentiality at all times.
- Ensures that children are familiarized with all health services they will receive prior to delivery by assisting teachers with child centered activities in the classroom and instructing parents on how to prepare their children for services; provides and/or arranges for transportation for children to health service appointments and for translation services, as necessary.
- Collaborate with Family Services to ensure that Family Partnership Agreements include health requirements and create plan of action for identified health concerns.
- Conduct classroom observations related to child mental health referrals.
- Work with the agency Mental Health Consultant and Health Services Manager in child mental health referrals.
- Collaborate with family services, education staff, teaching staff, and parents in creating a crisis plan for child mental health referrals.
- Assist the education staff, family services, teaching staff, and parents in carrying through goals of children with mental health referrals.
- Conduct an Adverse Childhood Experience Screening (ACES) when applicable with children and families.
- Participate in a comprehensive team (C-Team) to ensure that all classroom and family goals are carried through and sufficient follow-through is maintained.
- Enter, document data into Child Plus software as well as run required reports.
- Perform other duties as assigned by supervisor.

Qualifications/Requirements:

- Minimum of a Bachelor's degree in a related field, Social Services, Health and or Psychology preferred.
- At least one year of related experience, with emphasis on training and knowledge of community health/mental health resources.

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- Advanced computer skills, (i.e. creating documents/forms, database/spreadsheet knowledge etc.), internet and e-mail.
- Possession of a valid Tennessee Driver's License and maintain insurance at standard vehicle liability rates.
- Periodic physical examinations and tuberculin test upon employment are required.
- Incumbents are subject to a criminal background check and must pass post-offer and random drug and alcohol screening.

Knowledge of Skills:

- Ability to utilize various agency resources including technology to appropriately answer questions and provide guidance to staff and parents.
- Ability to train and provide presentations to large and small groups.
- Ability to collaborate with and have working knowledge of local community resources related to health/mental health services.
- Ability to communicate (verbal and written) effectively and appropriately with others.
- Ability to work independently as well as in a team environment.
- Ability to understand, interpret and implement policies and procedures.
- Sustained concentration and attention to detail and accuracy.
- Ability to prioritize and manage work load and deadlines.
- Excellent diagnostic and problem solving skills.
- Regular sitting, working at computer keyboard and desk, standing to file misc. documents in filing cabinet.
- Occasional bending, stooping and lifting up to 25 lbs.
- Occasional driving to provide program support.

Working Conditions:

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: This job description is not intended to be all inclusive: employees may perform other related duties as negotiated to meet the needs of the organization.

Highland Rim Economic Corporation
01/31/2017

Signature _____

Date _____

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