

HEAD START CHILD DEVELOPMENT COUNCIL, INC.

POSITION TITLE: Health Education Nurse

REPORTS TO: Program manager/Health

SUPERVISES: Health Assistant

DESCRIPTION:

The Health Education Nurse assists program manager in planning, organizing, and delivering health services and health education to staff and program participants.

RESPONSIBILITIES AND DUTIES:

Duties include, but not limited to:

1. Develops comprehensive health services program plan in consultation with staff and parents and prepare narrative and statistical reports on and implementation of plan.
2. Identifies and mobilizes community health resources for utilization of Head Start program and participant families.
3. Trains staff and parents in hygiene, control and prevention of disease and adverse health conditions in the community and first aid.
4. Facilitates the organization of the Health Advisory Committee, and utilizes committee in planning, implementation and evaluation of the health component.
5. Promotes active parent involvement in all aspects of the health services program, including representation on the Health Advisory Committee.
6. Assists parents in assuming primary responsibility for own and family health care, provide information on community health resources and assist in linking child and family to on-going health care systems.
7. Promotes comprehensive team approach to delivery of health education and health services and serves as consultant to staff in casework and IEP conferences.
8. Reviews medical records and reports, interprets results and diagnosis to staff and parents, confers with referral providers, and refers children for treatment.
9. Provides for on-going health education for parents and children and promotes environmental health and safety practices throughout program operations.
10. Services a case manager for health impaired children and provides health counseling services for families as need arises.
11. Conducts epidemiological investigations and articulates health care issues and practices.
12. Organizes health fairs, health education in service programs, and represents agency with community health care systems.
13. Assures timely and effective delivery of prescribed health services to program participants and consults with staff and parents in health problems and issues.

14. Prepares reports on health service delivery for community, state, and federal government agencies, provides data for health care studies, and proposes methods for implementing new health services and regulations.

MINIMUM QUALIFICATIONS:

Education: B.S. Degree in nursing from an accredited college or university.

License: Possession of a valid license to practice as a registered nurse in the State of California. Possession of a valid California driver's license and auto insurance.

KNOWLEDGE OF:

Principles, methods, trends, practices, and procedures of public health nursing; preventive medicine and medical implications of exposure to toxics; causes, treatment, prevention, and early detection of communicable diseases, chronic diseases, and handicapping conditions; child growth and development and procedures involved in promoting maternal and child health; community aspects of nursing programs, including community resources and teaching of preventive medicine techniques; community resources available; maternal health including complications of pregnancy, congenital and infant abnormalities, genetics, and causes and prevention of child abuse; sociological, psychological, and physical problems involved in community health nursing.

ABILITY TO:

Perform professional public health nursing services; plan and conduct clinic services; provide training for other staff; provide instruction in disease prevention and promote proper nursing care services; collect data and prepare reports; effectively represents the agency with the public, community organizations, and other government agencies; establish and maintain cooperative working relationships.