

Job Posting

Position Title: Early Head Start Health Specialist

Agency: Community Action Partnership

Classification: Non-Exempt

Reports to: EHS Program Manager

Agency:

Community Action Partnership for Madison County is a private, non-profit, anti-poverty agency that assists individuals and families through a variety of programs. Established in 1983, the agency provides services in Madison, Herkimer and Oneida counties from five office locations. The agency is guided by a strength based philosophy that all individuals and families have strengths and that identifying and building on those strengths makes change possible. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, Transitional Housing, crises management, parenting and mentoring.

JOB SUMMARY:

This is a supplementary position with no benefits.

Provide monitoring and consultation services to Early Head Start as required by the Head Start Performance Standards. Responsible for providing regular review of case files to determine if children have a medical home and are up-to-date on required and recommended well-child visits, immunizations, and other medical treatments as determined by the child's physician. Responsible for conducting postpartum visit with women enrolled prenatally within 2 weeks of the child's birth.

JOB RESPONSIBILITIES:

- Meets with new Mother at least once.
- Complete a postpartum visit within two weeks of the birth of the child and complete the postpartum visit checklist. Administer the depression screen to post- partum women if not completed prior to the visit.
- Enter data in program database.

QUALIFICATION AND SKILLS:

- Must have a nursing degree (Registered Nurse) and experience in public health, nursing, health education, maternal and child health, or health administration as per Head Start Performance Standard 1304.52(d)(2).
- Must be able to read and interpret records and reports and document findings.
- Strong verbal and written communication skills and a general aptitude in working with charts required.
- Attention to detail is essential.
- Ability to interact in a professional manner with all levels of staff and public.
- Must be well organized and have excellent time management skills.
- Valid driver's license and reliable transportation.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume and cover letter to: HR@capmadco.org. CAP is an EOE/AAE.