



## **STEP FORWARD**

### **Classification Specification**

### **HEALTH ASSISTANT (2140)**

#### **Purpose of Classification:**

The purpose of this classification is to provide healthcare, dental and safety support care services according the Federal Head Start performance standards, Ohio Department of Jobs and Families (ODJFS) and other pertinent regulations.

#### **Essential Functions:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Provides hearing and vision screenings for Head Start children: conducts hearing and vision screenings to the Head Start children as it applies to screening standards; ensures follow-up and referral services are provided to the children and families, provides literature and submits referrals; monitors medication administration from the content of the health care plans and provides reports to supervisor and other staff members.

Arranges health and safety checks: reports to assigned sites to ensure physical environments of classrooms and other site areas are safe; checks and replenishes first aid kits; and maintains a health and safety checklist of each classroom.

Maintains the accuracy and flow of the Health Care Plan process to ensure forms are complete and staff is trained on what conditions and side effects to look for; tracks health records for each child recording any missing information; serves as a resource on health issues for staff and parents; provides technical training assistance to staff and parents.

Assists with preparing, setting-up and cleanup activities during healthcare events: Minority Health Fair and Case Western Reserve Nursing Students event.

Attends various, trainings, workshops, conferences and community meetings to enhance and improve best practices in health, dental and safety in order to increase knowledge of position.

#### **Additional Functions:**

Performs other related duties as required.

#### **Minimum Qualifications:**

Bachelor's Degree in Health Education, Medical Technology, or a related field required; This classification is considered to be an entry-level professional position, however previous work experience in the health care field is preferred; or any equivalent

combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**License or Certification Required:** Must possess and maintain a valid Ohio driver's license. Must have State of Ohio ACT 33 (Child Abuse) ACT 34 (Criminal Record) and ACT 14 (FBI) Clearances. CPR, First Aid, Child Abuse Prevention

## **Performance Aptitudes:**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials such as computers, copiers, fax machines, vision screening box and pure-tone hearing screening device used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA Compliance:**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, noise extremes, toxic agents, animal/human bites, disease, and pathogenic substances.

*Step Forward is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Agency will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*