

Job Title: Agency Nurse	Reports To: Health Program Manager
Department: Health	Status: Traditional Year, Extended Year, Full Year/Full-Time/Non-Exempt
Location: Central Office	Updated: January 2019

Position Overview

Provides health services and support to children, families and staff to ensure compliance of Head Start Performance Standards and the State of Michigan Licensing Rules and Regulations.

Essential Duties and Responsibilities *may include but not limited to the following:*

- Assists in monitoring each participant's status with relation to Early and Periodic Screen, Diagnosis and Treatment (EPSDT) requirements and supports families in securing needed services.
- Assists with monitoring to ensure the accuracy of child health files and data records.
- Integrate health education into the total Head Start program by providing training and resources for staff and families.
- Assists in the development of individualized health care plans.
- Collaborates with Health Advisory Committee to identify community and program needs in the area of health services.
- Collaborates with appropriate agencies and health professionals to coordinate the administration of health services.
- Monitors and supports the implementation of health services at sites.
- Identifies and utilizes state and local resources to assist in the implementation of Head Start Performance Standards and the State of Michigan Licensing Rules and Regulations.
- Performs required health screenings.
- Provides trainings for staff and parents.

Supervisory Responsibilities

No supervisory responsibilities.

Required Education and Experience

- Current Registered Nurse (RN) or Licensed Practical Nurse (LPN) license in the state of Michigan. Must apply for liability insurance within 30 days of hire.
- Experience working with children and families preferred.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Adaptability
- Critical Thinking
- Customer Oriented
- Organization

- Teamwork

Physical Requirement

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing is required; it would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the agency. Employees in this position must be able to perform the essential job functions of this position, with or without reasonable accommodation. If you require a reasonable accommodation to perform these job functions, please contact the Human Resources Department.