



COUNTY OF YORK JOB DESCRIPTION
Health Services Specialist
Children and Family Services
Community Services

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Responsible for assisting in the coordination and delivery of health and nutritional services to children enrolled in the Head Start program. Plan all menus including those that have substitution requirements because of children with allergies, or other restrictions. Responsible for determining eligibility for the USDA food program, and keeping accurate records of meal counts and USDA reimbursements. Performs related duties as assigned, including some clerical functions such as entering information into a database that pertains to USDA and medical information. Assists with sensory screenings, acts as clinic aide for minor illnesses and injuries. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS

Plans menus to ensure dietary needs of children with allergies and other restrictions are met for all Head Start classrooms and CDR.

Responsible for completion of USDA annual grant preparation.

Assists with preparation of annual budget.

Maintains accurate record keeping for meal counts and subsequent USDA reimbursement. Responsible for overseeing the food service program to ensure it meets USDA approved standards, Head Start Performance Standards and to ensure accurate USDA billing.

Enters information into computerized system pertaining to meal counts, medical and USDA information.

Works collaboratively with the off-site cafeteria managers to ensure meals and billing is completed without errors.

Serves as site USDA cafeteria monitor and complete all necessary documentation.

Responsible the ordering of all food and supplies; assists the Cooks with the weekly shopping, and shops in their absence.

Assists with initial hearing, vision, height and weight screenings, and all necessary re-screenings.

Provides daily care for minor injuries/illnesses of children.

Administers medicine as instructed by the direction of the Health Services Coordinator.

Completes reports and medical forms.

Assists with parent workshops.

ADDITIONAL JOB FUNCTIONS

Interacts with children, family members and staff, supporting the goals of the Head Start Program. Provides assistance to other staff, and provides assistance with special projects throughout the year.

Fills in for other staff as needed.

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of first aid practices and procedures.

General knowledge of nutrition and food substitutions.

Effective oral and written communication skills, to include the ability to prepare and maintain records and reports pertaining to meal counts and food inventories and usage.

Ability to learn and perform a variety of health screening tests.

Ability to plan menus to meet guidelines of the USDA and Head Start requirements.

EDUCATION AND EXPERIENCE

A high school diploma or equivalent, and 1-2 years experience in nutrition, nursing, or food service; or any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Possession of current infant/child first aid/CPR accreditation. Requires a Food Handler's Card. Must obtain Serve Safe Certification within 90 days of employment. Requires a valid driver's license issued by the Commonwealth of Virginia. Requires an acceptable background check.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment, including computers, word processors, copiers, etc. Must be able to operate a variety of medical equipment. Must be physically able to operate a motor vehicle. There is a good deal of standing and walking when cooking, grocery shopping, and serving meals.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors.

Language Ability: Requires the ability to read policies, lists, records, etc. Requires the ability to complete reports and medical forms. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately.

Manual Dexterity: Requires the ability to handle a variety of items such as health and medical equipment. Must have minimal levels of eye/hand coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____