

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: MATERNAL CHILD HEALTH SPECIALIST

BASIC FUNCTION:

Under general supervision, the Maternal Child Health Specialist assures mandates in health, nutrition, mental health, and dental services are met for the Early Head Start Program (EHS), including Child Care Providers, in accordance with the Head Start Program Performance Standards (HSPPS); conducts on-site health and safety assessments; performs evidence-based vision and hearing screenings.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Ensures completion of screenings, referral follow-up, treatment, and ongoing care of health, nutrition, mental health, and dental services for children in EHS; updates and maintains applicable tracking systems in accordance with state and federal guidelines.

Collaborates with EHS administration to ensure service delivery is timely, family and child-focused, and consistent with the goals of the program; conducts on-site health and safety assessments and evaluations; monitors all health, nutrition, mental health, and dental requirements are met in accordance with the HSPPS; assists in the completion of requirements such as 30-45-90-day health requirements and other ongoing health and immunization requirements; follows up with health care providers and/or parents to ensure compliance with HSPPS and Child Care Licensing.

Provides health and nutrition information to program staff, partners, and providers; coordinates the distribution of dental hygiene supplies, first aid supplies, emergency kit supplies, medication administration forms, and other materials and supplies.

Informs partners and providers of any changes in HSPPS related to health program services, health and safety regulations, environmental, health, and safety assessment tools, and applicable monitoring, recording keeping, and reporting systems; assists EHS administration with delivering training to staff, partners and providers.

In partnership with EHS staff, partners, and providers, coordinates, schedules, and provides parent workshops and trainings based on children's health needs, family needs and interests, and the program's health goals and objectives.

Conducts evidence-based vision and hearing screenings whenever the child's primary care physician is unable to provide timely screenings; collects, enters, and tracks all documentation related to medication administration, health and nutrition plans, including health plans for handling of breast milk on-site.

Conducts monthly environmental health and safety observations and evaluations using established processes, procedures, and tools; in collaboration with other EHS staff, partners and providers, addresses concerns, issues, and noncompliance findings within a timely manner to ensure safe and healthy environments for children.

Participates in the Head Start Health Services Advisory Committee, and other outside committees that address the health needs of infants and toddlers; participates in case conferencing meetings to discuss issues and concerns related to EHS children and families; participates in EHS staff, partner, and provider meetings, and planning sessions to assist in the coordination of health, nutrition, mental health, and dental services; attends all other required meetings, and pre-service and in-service training as required.

Provides input in the development and updating of the health services program plans and related policies and procedures in accordance with federal and state regulations.

Collects and enters relevant health data into electronic systems; maintains soft and hard copies in an organized record-keeping system; manages and maintains confidential files; documents all contacts with partners, providers, and families; ensures records are current and accurate.

Schedules and participates in evening and weekend parent contacts, meetings, and workshops to accommodate parent work schedules.

Assists in community outreach events and attends community meetings as assigned, including marketing the program within the community; participates and assists in all scheduled staff, provider and parent meetings, workshops, and trainings.

Travels to various sites to fulfill job duties; operates a vehicle to conduct work.

Prepares weekly and monthly activity reports as directed by the supervisor.

OTHER DUTIES:

Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Head Start and Early Head Start policies, procedures, regulations, and performance standards.

Applicable mandated timelines.

Child care licensing requirements regarding immunizations, physical exams, and disabilities.

Community, social, and health resources for low-income families.

Health, nutrition, mental health, and dental services for infants and toddlers.

Vision and hearing screening procedures.

Oral and written communication skills.

Proper English, including grammar, punctuation, spelling, and sentence structure.

Interpersonal skills using tact, patience, and courtesy.

Cultural sensitivity and competency in all interactions with families, partners, and colleagues.

Operation of a computer and assigned software.

ABILITY TO:

Establish effective working relationships with families, doctors, clinic staff, and other health professionals.

Work with parents to ensure that referrals and physical exams are completed promptly.

Work within an interdisciplinary team as a cooperative and supportive team member.

Interpret and analyze laws, codes, and regulations as they relate to this position.

Conduct evidence-based vision and hearing screenings.

Maintain professionalism and confidentiality in the course of work.

Provide support to families regarding information and resources related to family wellness.

Establish, prepare, and maintain reports and effective record-keeping systems.

Maintain current and accurate records.
Complete required documentation to ensure program compliance with federal and state mandates.
Coordinate and conduct parent meetings and trainings.
Work independently with minimal direction.
Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in public health, health education, health administration, nursing or a related field and two years of experience coordinating health services. Experience serving families with infants, toddlers, or preschoolers is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.
A driving record that meets the SCCOE’s insurance requirements.

May require:

Fluency in English and a second language (Spanish or Vietnamese) as specified by the SCCOE.

WORKING CONDITIONS:

ENVIRONMENT:

Duties are performed in an office environment, outdoors in the community, in the homes of families served, and in child care provider sites.
Evenings and weekends.
Must be able to a drive personal vehicle to perform the job duties.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.

Approved by Personnel Commission: September 11, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 09/11/2019