

# Health Services Specialist

UCCAC, Inc.

Kingston, NY

Other

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## Job Description

### A DAY IN THE LIFE OF A HEALTH SERVICES SPECIALIST

As a Health Services Specialist, you have total responsibility for the administration and implementation of the health, nutrition, and safety service areas as outlined in the Head Start performance standards for our organization. You promote parental involvement in the health and nutrition program as well as assist the Head Start staff in supporting families. In cooperation with the family and community partnership specialist, you facilitate and maintain the health and family services advisory committee and supervise family workers.

Your style of management fosters teamwork, respect, accountability, and trust. You plan staff training and offer support to site supervisors as needed. Each year, you review the staff health attestations and records. On a monthly basis, you provide input to budget development with health, dental, and nutrition content areas.

You serve as the agency liaison to local social services and health agencies, identifying and using state and local resources. Additionally, you serve as a community advocate for child health and attend appropriate conferences. You assess the health needs of family members through complete medical histories. With your calm and caring demeanor, you communicate with parents and teach them the importance of good hygiene, regular immunizations, and preventative care for them and their children. You get great satisfaction out of being a part of helping meet the health needs of preschool children and their families, which is why you're perfect for this community outreach position!

## Responsibilities

## Qualifications

## QUALIFICATIONS FOR A HEALTH SERVICES SPECIALIST

- Bachelor's degree, preferably in a related field such as community health, nutrition, or nursing
- 1 year or more of supervisory experience
- Experience working with children, pregnant women, and families
- Current CPR certification

Are you caring and empathetic while able to maintain appropriate professional boundaries? Can you work effectively under pressure? Do you have exceptional communication skills? If yes, you might just be perfect for this family services position!

## WORK SCHEDULE

This full-time community outreach position typically works **Monday - Friday** from **8:00 am - 4:00 pm, 35 hours/week**.

## Application Instructions

### ARE YOU READY TO JOIN OUR COMMUNITY OUTREACH TEAM?

If you feel that you would be right for this family services job, please fill out our initial **3-minute, mobile-friendly application**. We look forward to meeting you!

Children's Learning Center

Kingston, NY 12401

Website - <https://uccac.org/about/employment/>