

MONTEREY COUNTY OFFICE OF EDUCATION

HEALTH & FAMILY SERVICES SPECIALIST

CLASSIFICATION: Classified

SALARY LEVEL: 35

DEFINITION:

Under the general supervision of the Health or Family Services Coordinator, the Health & Family Services Specialist carries out the goals, policies, and activities designed to implement health and social service component objectives and performance standards. Assists staff in determining individual health and family needs and planning to meet those needs; monitors health and social service referrals and follow-up.

SUPERVISOR:

Health or Family Services Coordinator

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Assists in the development and implementation of the Health and Family Services plan by participating on an interdisciplinary team of staff, parents, and other components
- Acts as a resource and provides technical assistance to staff responsible for implementing health and family services plans and requirements including but not limited to allergy action plans and special needs medical plans
- Investigates health problems as referred by staff, records findings, and recommends action
- Reviews, evaluates, interprets, updates and prepares reports regarding health records
- Gathers vital statistics and other data affecting health and family services and monitors for compliance, completeness, accuracy, and reports findings to appropriate staff
- Serves as an advocate for children's well-being; reports regularly to the Program Coordinators and attends meetings with health care and social service providers, Head Start Coordinators, staff, parents, and others
- Assists with the implementation of the recruitment plan maintaining full enrollment, and placement of children with disabilities
- Screens all applications for enrollment according to priority selection procedures and determines eligibility for enrollment, including assessment of health and special needs of children
- Monitors student attendance and provides technical assistance to staff to maintain required attendance thresholds
- Recommends updates and revisions to written procedures as needed
- In collaboration with Program Coordinator, plans and conducts training for parents and staff concerning health, first aid, emergency medical procedures and other family service topics
- Keeps accurate and complete records and maintains log of contacts, referrals, and services provided
- Attends case conferences, center meetings, case reviews, Individual Education Plan meetings, staff meetings, and other meetings, as necessary
- Carries out special tasks and projects as assigned by supervisor

- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations
- Performs other job related tasks as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, from school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 45 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination of education equivalent to high school diploma
- Any combination of post-secondary education, training and experience equal to three years of progressively responsible experience in the health and social or human field.

Knowledge of:

- Modern office procedures and practices, including filing systems, reception and telephone techniques, letter and report writing techniques.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Computer application software that includes word processing, database and presentation software
- Community resources and organizations

Skills and Abilities:

- Plan, formulate and execute clerical procedures and directives, in accordance with assigned duties.
- Plan, organize, coordinate, and administer activities.
- Prepare reports and summaries with only general directions.
- Type neatly and accurately at a speed sufficient to meet the requirements of the job.
- Communicate in English, clearly and concisely, both orally and in writing.
- Perform basic mathematical calculations with speed and accuracy.
- Handle information in a discreet and confidential manner.
- Analyze situations accurately and adopt an effective course of action.
- Exercise reasonable judgment in unusual circumstances.
- Work weekends and evenings as necessary
- Relate to issues involved in the migrant life style
- Function effectively in a multi-cultural setting
- Work both independently and function effectively within a team setting while demonstrating leadership qualities
- Establish and maintain cooperative relationships with those contacted within the course of work
- Maintain accurate records
- Learn, plan and execute federal, state, district, and departmental policies, procedures and directives, in accordance with assigned duties
- Understand and follow oral and written instructions
- Learn and use technology and computer software applications as appropriate to the work environment
- Prioritize and complete all work with minimum supervision and ensure accurate records and documents are completed and updated within required timetables

Licenses and Certifications:

- Possession of an appropriate, valid California Drivers License and evidence of insurability.

Desirable Qualifications:

- Experience in a public education environment.
- Coursework in Early Childhood Education

Available Pay Stipends:

- There is a 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish, sign language, and Braille, as certified by MCOE.

Approved: 7/22/2010
Ratified: 8/13/2010
Revised 5/15
(revised 12-10-15)