

POSITION	HEALTH TECHNICIAN
CLASSIFICATION	Non-Exempt/Full-Time
COMPENSATION	Level M
SUPERVISORY CONTROL	Health/Nutrition Coordinator or Assistant Health/Nutrition Coordinator
SUPERVISION EXERCISED	N/A
SUMMARY of RESPONSIBILITIES: assist the Health/Nutrition Coordinator with the Health/Nutrition services, including occasionally subbing in the kitchen.	

QUALIFICATIONS

<p>EDUCATION & EXPERIENCE: Required: High school diploma or GED</p> <p>Preferred: 2 years' experience in an early childhood setting</p>	<p>KNOWLEDGE & SKILLS Required:</p> <ul style="list-style-type: none"> • Good communication skills • Effective time management • Excellent computer skills
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GENERAL EXPECTATIONS

1. Have an interest in and concern for children and their families.
2. Follow policies and procedures of the organization.
3. Consistently report to work on time prepared to perform duties of position.
4. Support agency mission and program philosophy.
5. Maintain confidentiality.
6. Maintain a positive and respectful attitude.
7. Use agency computer system to complete duties.
8. Attend and make use of training opportunities.

DUTIES AND RESPONSIBILITIES

1. Transport children and parents to dental and medical services when necessary.
2. Assist with appointments and record keeping of children's health and dental services.
3. Assist with annual Head Start Health Fair/screenings and necessary follow-up screenings.
4. Assist and help organize annual Head Start Health Fairs.
5. Record screenings in children's health records at office.
6. Transport parents and children to health and social service agencies, when needed.
7. Provide transportation to children and families in personal vehicle or agency vehicle as needed.
8. Be familiar with the Head Start program, and believe in the worth of its goals and purposes.
9. Assist in classroom as teacher aide or cook as needed.
10. Adhere to the highest standards of professionalism while on the job or representing the organization to clients and/or the community.
11. Perform other duties as assigned.

PHYSICAL FUNCTIONS

In order to carry out the essential functions of this position, the employee must be able to perform the following physical functions without any health restrictions: stand and walk for 30 minutes continuously; run for 2 minutes continuously; sit in adult chairs for 120 minutes continuously; sit in child size chairs for 30 minutes continuously; sit on the floor for 30 minutes continuously; squat, kneel, and bend frequently and continuously; push up to 30 pounds on flat surfaces; lift and carry 30 pounds; reach to shoulder height; balance for unpredictable environment with obstacles; climb up and down stairs; hear and see within normal ranges; work indoors in temperatures between 60 – 90 degrees; outside temperatures between 25 – 95 degrees; finger dexterity to be able to write, type, manipulate toys, cooking activities; exposure to noise which is typical in a classroom setting; drive a vehicle.

MENTAL REQUIREMENTS

Effective English communication skills verbally and in writing, including both expressive and receptive skills.

Ability to follow a recipe and calculate increases and decreases in food quantities.

Creativity in food service.

Effective time management.

Mental flexibility.

Judgment which results in sound decisions.

Initiative and resourcefulness in meeting job requirements and providing healthy meals.

EMOTIONAL REQUIREMENTS

Motivation and self discipline to learn independently.

Patience.

Interpersonal skills which support constructive workplace relationships and teamwork

Manage repetitive food preparation and clean up tasks without experiencing undue stress.

Maintain energy and display enthusiasm for work.

Maintain professional boundaries with other employees and with children/families.

MARGINAL FUNCTIONS

Provide transportation in personal vehicle or agency vehicles as needed: Have access to a vehicle with current registration, inspection and insurance; have a valid state driver's license; agree to use safety equipment in the vehicle properly; and be willing to use this vehicle on the job for self and transportation of others.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone of this position may perform. All employees of Snyder Union Mifflin Child Development, Inc. are expected to perform tasks as assigned, regardless of job title or routine job duties.

I HAVE READ AND UNDERSTAND THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.

Name

Date