



Human Resources

196 Cesar E. Chavez Avenue

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

HEALTH ASSISTANT

Division: Early Childhood Services

Supervisor: Associate Director for Health Services

Job Mission:

Assist in meeting the Head Start/Early Head Start Performance Standards by providing support and coordination of health, nutrition and additional required services to children and families enrolled in Head Start and Early Head Start.

Performance Standards:

1. Assist in the implementation and provision of health/nutrition services and administrative duties to children served by Early Childhood Services Division.
2. Assist in the coordination of service providers and health screenings for children served by the Early Childhood Services Division.
3. Carries out all other duties as directed by supervisor.

Qualifications:

1. High school diploma required. Certified Medical Assistant or Certified Nursing Assistant required.
2. Minimum one (1) year experience working with low income families and public health preferred.
3. Minimum one (1) year experience with computers and reporting system. Competency with Microsoft Office software (Word or Excel) and database management.
4. Valid MI Driver's license, reliable automobile and valid auto insurance.

Hours & Wage:

\$11.00 per hour

40 hours, 52 weeks per year

Location;

Pontiac, MI