Human Resources
Oakland Livingston Human Service Agency
196 Cesar E. Chavez Ave.
P.O. Box 430598
Pontiac, MI 48343-0598
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(248) 209-2615 FAX
Website: www.olhsa.org

HEALTH ASSISTANT

Division: **Early Childhood**
Department: **Family Engagement**
Supervisor: **Manager - Health Services**
FLSA: **Non Exempt - Union**

Job Mission:

Assist in meeting the Head Start/Early Head Start Performance Standards by providing support and coordination of health 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 services and administrative duties to children served by the 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. Perform screenings to include: hearing, vision, blood pressure, hemoglobin, heights and weights.
4. Stock and restock first aid kits in all classrooms monthly.
5. Report communicable diseases weekly to Oakland County Health Department.
6. Carries out all other duties as directed by supervisor.

Qualifications:

1. HS diploma or GED required.
2. Certified Medical Assistant or Certified Nursing Assistant preferred or must be willing to enroll in a credentialed program upon employment and successfully complete the certification within 9 months.
3. Minimum one (1) year experience working with low-income families and public health preferred.
4. Minimum one (1) year experience with computers and reporting system. Competency with Microsoft Office software (Word and Excel) and database management.
5. Valid Michigan Driver's License, reliable vehicle with current automobile insurance to be used for job related travel.

Hours & Wage
$18.19 per hour
40 hours per week, 52 weeks per year

Location
Pontiac

Job Requirements in an 8 hour day:

1. Sit – 5 hours: performing screenings on children, sitting at computer to enter data
2. Stand – 1 hour: when necessary to retrieve files
3. Walk – 1 hour: moving children for screenings, to/from cabinets for files
4. Bend/Stoop – 1 hour: performing screenings on children, to retrieve/replace files

Movements:

1. Crawl: No
2. Reach Above: No
3. Crouch: Yes – when performing screenings, when necessary to put away files
4. Balancing: No
5. Squat: Yes – when performing screenings
6. Climb: No
7. Shoulder level: No
8. Kneel: Yes – when performing screenings
9. Pushing: No
10. Weight carried: 11-25 lbs – carrying equipment and/or files
11. Weight lifted: 11-25 lbs – carrying equipment and/or files

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