



## Human Resources

Oakland Livingston Human Service Agency  
196 Cesar E. Chavez Ave.  
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Pontiac, MI 48343-0598  
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### HEALTH ASSISTANT

**Division:** Early Childhood  
**Supervisor:** Associate Director for Health Services  
**FLSA Status:** Non-Exempt

#### Qualifications:

1. HS diploma or GED required
2. Certified Medical Assistant or Certified Nursing Assistant preferred.
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.

#### Job Mission:

To 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. Coordinate 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.
5. Report communicable diseases weekly to Oakland County Health Department.
6. Carries out all other duties as directed by supervisor.

#### Hours & Wage

\$12.15 per hour

40 hours per week, 52 weeks per year

#### Location

Pontiac

**OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER**

**Job Title:** Health Assistant

**Division:** Early Childhood

**Job Requirements (in an 8 hour workday)**  
Number of Hours - Select full Capacity

	Hours	Comments
Sit	5	Performing screenings on children. Sitting at computer to enter data in to f
Stand	1	When necessary to retrieve files.
Walk	1	Moving children for screenings. To and from cabinets for files.
Bend/Stoop	1	Performing screenings on children. To retrieve and replace files.

Movements	Yes/No	Comments
Crawl	No	
Reach above	No	
Crouch	Yes	When performing screenings. Only when necessary to put files back in cabi
Balancing	No	
Squat	Yes	When performing screenings.
Climb	No	
Shoulder level	No	
Kneel	Yes	When performing screenings on children.Only when necessary to put files b
Pushing	No	

	Pounds	Comments
<b>Weight Carried</b>	<b>11-25 lbs</b>	Carrying of equipment and or files from cabinet to desk and back.

	Pounds	Comments
<b>Weight Lifted</b>	<b>11-25 lbs</b>	Carrying of equipment and or files files to and from cabinet.

**Date:** March 28, 2022