



WORCESTER COMMUNITY ACTION COUNCIL, INC.
The Antipoverty Agency for Central Massachusetts
484 Main Street, 2nd Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: www.wcac.net

EARLY HEAD START HEALTH ASSISTANT

Nature of work: Assists the Health and Nutrition Coordinator with the coordination of Health and Nutrition services to Head Start and Early Head Start children and their families as well as Staff.

Responsibilities: Assists with Nutritional and Health Observation Parental Education Programs under the direction of the Health and Nutrition Coordinator.

Assist with the implementation of prescribed individualized Health and Nutrition Plans for children identified at risk.

Complete follow up phone calls, letters and home visits for children identified with Health and Nutritional issues including but not limited to physicals, immunizations, dentals and USDA Forms.

Assist with scheduling appointments for Community Health related services of actively enrolled participants.

Assist with Parental, Community and Staff trainings related to Health and Nutrition.

Participate in Health and Nutrition State and Federal interdisciplinary trainings and conferences as needed.

Maintain certifications in Health and Nutrition related entities.

Ability to work with children and families from a diverse background with sensitivity to the needs of low-income families.

Responsible for the delivery of lunches in the absence of the Kitchen Assistant.

Complete all required documentation and provide health and nutrition monthly reports to the Health, Nutrition and Early Head Start Coordinators.

Qualifications: Mandatory physical every 2 years per EEC.

Mantoux test and Risk Assessment as required per EEC.

Current First Aid and CPR Certification.

High School Diploma or GED.

Knowledge of medical terminology, Medical Assistant training preferred.

Maternal Child Health and Nutrition experience preferred.

Proficient in computer skills.

Ability to communicate effectively verbally and in writing.

Valid driver's license and access to an automobile.

This is a part time position in Southbridge, 20 hours per week, 8am to noon, hours could be flexible. Send resume with cover letter specifying position to: Human Resource Director, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608 or hr@wcac.net. AA/EOE. Resumes must be received by January 20, 2016.