



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

Health Assistant, Head Start, Full Time (37.5 Hours)

Worcester Community Action Council, Inc. is seeking a qualified professional for a full time (37.5 hours) open position in our Southbridge location to assist the Health and Nutrition Coordinator in providing health and nutrition services and programs offered to the children, families and staff in our Head Start program.

Qualifications:

- High School Diploma or HiSET equivalent required. Associate's degree preferred.
- Medical Assistant Certificate preferred. Ability to decipher medical terminology is a plus.
- Good written and verbal communication skills are required.
- Ability to speak and write in Spanish is a plus.
- Advanced computer skills and working knowledge of Microsoft Office. Ability to learn agency databases.
- Excellent organizational skills with attention to detail.
- Ability to multi-task.

Special Certification or Documentation:

- Ability to successfully complete a CORI/SORI/DCF review every two years.
- Valid Driver's license and reliable transportation.
- Evening hours may be required to meet the needs of the families and programs.
- Must have current certificates in First Aid and CPR.
- Mandatory physical every two years and Mantoux test required per DEEC. Hepatitis B (optional).

Duties and Responsibilities:

- In accordance with Head Start Standards and DEEC regulations ensure that all children are safely accounted for and not left unattended at any time while in the daily care of the WCAC Head Start program.
- Assist the Health and Nutrition Coordinator with all required enrollment health documentation. Follow-up by phone call, letter, or home visit for children identified with health/nutrition issues including but not limited to physicals, immunizations, dental and U.S.D.A. forms.
- Assist with health and nutrition screenings for children and notify parents of the results (including hearing & vision).
- Enter health and nutrition data into the Child Plus database and the Excel tracking system. Track data and provide monthly reports to Health and Nutrition Coordinator. Help prepare the annual State DPH immunization report.
- Keep all files and documents up-to-date with health information as required by ESPDT and Head Start Standards.
- Assist with health and nutrition observations and parental education programs to include development and implementation of health and nutrition activities for children and their families.
- Translate documents into Spanish as needed.
- Assist with the delivery of lunch as needed.

Send cover letter and resume specifying position to: Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608 or via email to hr@wcac.net. AA/EOE. **Resumes must be received by August 18, 2017.**