

JOB TITLE: EARLY HEAD START-LICENSED PRACTICAL NURSE

JOB DESCRIPTION:

This employee is responsible for the delivery of health services for the Early Head Start program under the supervision of the Head Start Registered Nurse. Duties of this position include but are not limited to:

1. Planning and Development:

- a. Coordinating health screenings.
- b. Assisting in the identification of high-risk children.
- c. Assisting in the provision of a healthy, safe environment for children and staff.

2. Service to Children:

- a. Appraising the health status of children.
- b. Assisting in addressing health care needs.

3. Service to Families:

- a. Providing recommendations regarding the need of children and family members to receive health care.

4. Service to Community:

- a. Assisting with the prevention and control of communicable disease.
- b. Assisting with the monitoring and implementation of immunizations requirements.
- c. Assisting with the monitoring of physical exam requirements.

5. Staff Development:

- a. Participating in health in-services to assist in the identification of children with health concerns.
- b. Attending workshops/trainings to update skills and acquire additional technical knowledge.

6. Program Evaluation:

- a. Assisting in the development of health plans for the children and families.
- b. Performing other duties as assigned.

7. Other Duties and Responsibilities:

- a. Completing reports at predetermined intervals.
- b. Assisting with recruitment for the Early Head Start/Head Start Program.
- c. Cooperating with other agencies to coordinate services.
- d. Performing duties as needed to ensure compliance with adult-child ratios and
- e. other program requirements.

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8. Communication:

- a. Communicating with staff regarding home visits, screening procedures, referrals, developmentally appropriate activities, materials, resources and family needs.
- b. Communicating with center-based staff and other agencies.

9. Assisting with Clerical Duties:

- a. Assisting with tracking of family information.
- b. Assisting with coordinating doctor, dental visits and other community needs identified by the families, including transporting family members when necessary.

REQUIRED QUALIFICATIONS:

1. Current license issued by the Florida Department of Professional Regulation for Licensed Practical Nurse.
2. Initial health examination that includes screening for tuberculosis to assure no significant risk to the health and safety of others.
3. Ability to communicate effectively in written and oral form.
4. At least 18 years of age.
5. Current Pediatric First Aid and CPR certifications.
6. Ability to work with infants and toddlers and their families.
7. Ability to maintain effective working relationships with all employees.
8. Ability to prepare and maintain required program records.
9. Valid Florida Driver's License.

DESIRED QUALIFICATIONS:

1. Child Development Associate Certificate (CDA).
2. Typing, audiovisual and computer skills.
3. Bilingual ability.
4. Experience or training in infant/toddler development.
5. Experience in public health and /or school nursing.

* Current and former parents or guardians of children served by the Head Start program must receive preference for employment in vacancies for which they apply.