

**RECOVERY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Early Head Start Nurse

Reports To: Early Head Start Coordinator, Supervisor of Nurses

Mission: To assure the continuation of good health related services for the infant/toddler, which should significantly impact their ability to enter the school system ready to learn.

Job Responsibilities:

1. Implements Health objectives and performance standards.
2. Coordinates and directs all phases of the Early Head Start medical and dental programs as approved by the Early Head Start Health Advisory committee.
3. Maintains adequate health records for each infant/toddler enrolled in the program.
4. Counsels with parents regarding available resources for management of individual health needs.
5. Conducts appropriate observations and screening procedures for the purpose of identifying infants/toddlers with health deficiencies.
6. Utilizes individual and group counseling opportunities to promote health and prevent illness.
7. Conducts conferences with parents and teachers and makes visits when necessary for the purpose of sharing information and discussing solutions to individual health problems.

8. Processes all medical referrals for Early Head Start enrollees within the community and assures continuity of care for those students needing further medical care.
9. Coordinates continuity of services with the Kid-med and Disabilities component.
10. Assists staff personnel with cases involving child abuse.
11. Cooperates with available psychological services in informing the staff of emotional, social, and health needs of children and their families.
12. Assesses and maintains student immunization records to assure compliance with state and local health regulations via LINKS web based program.
13. Assesses and maintains staff physicals, TB test or screening records to comply with state and local health regulations.
14. Participates in health education activities with families and groups.
15. Serves as Early Head Start liaison with the medical and dental community.
16. Maintains a daily record of center and home visits, outreach functions and other activities subject to be reviewed by the Program Supervisor.
17. Services as special education liaison
18. Participates in program evaluation.
19. Attends administrative meetings as needed.
20. Provide training of CPR/First Aid for all staff, teachers, assistants, substitutes and volunteers each year to comply with state and local health regulations.
21. Performs all other tasks and assumes responsibilities as assigned by the Program Supervisor.

