



Employment Opportunity
Butler County Educational Service Center
November 15, 2021

POSITION: Assistant Health Manager

GENERAL DESCRIPTION: To ensure, via coordination, management and facilitation, the identification, enrollment, and provision of individual services to children and families, to ensure that comprehensive health services are provided for all enrolled BCESC Early Childhood Programs children, to promote preventive health care, assists in the linkage of families with the appropriate health care system, to supervise and evaluate health staff as needed, to provide health services in accordance with BCESC Early Childhood Programs Standards, Ohio Preschool Programs Licensing rules/regulations and BCESC policies and procedures.

QUALIFICATIONS:

- Education: LPN, RN, Medical Assistant, and other related areas with a license or certification.
- Two (2) years' experience in the field preferred.
- Management and supervision skills.
- Valid Ohio driver's license with good driving record and daily access to insured private car during working hours.
- Willingness/ability to work as a team member.
- Good organizational skills.
- History of good job attendance.
- Must be free from communicable diseases.
- Must pass criminal background check, and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- To supervise the assigned Health Service Area in the provision of comprehensive health and dental services to all enrolled children.
- To assist in the management of all individualized health and dental services for children.
- To assist in the planning of training for staff, parents and children relative to principles of health and dental education.
- To assist in the management of Health Service Area staff, as assigned.
- To assist in the planning of training for staff, parents and children relative to principles of health and dental education.

- To assist in the scheduling of required diagnostic/medical testing for the referral process for all children as needed and communicate with all personnel as needed.
- To manage support documentation for all health-related expenditures.
- To document and manage required health information for each child.
- To prepare required reports and correspondence.
- To participate in efforts to assure compliance with mandated requirements of P.L. 99-457.
- To assist in the Health Advisory Committee meetings.
- To manage health and dental inventory for equipment and supplies.
- To assist families with payment for health and dental services provided by Head Start (*vouchers for service*).
- To report the presence of unauthorized or atypical visitors.
- To confer with manager regarding progress, concerns and recommendations on a regular basis.
- To maintain records and files as required.
- To plan and organize own work to meet priorities.
- To meet deadlines (*daily, weekly, monthly, quarterly, and yearly*).
- To maintain child and family confidentiality rights.
- To maintain confidentiality in district matters.
- To continuously update and improve professional competence.
- To comply with state and federal regulations that pertain to the position (*e.g. OSHA*).
- To perform other duties consistent with the position as assigned including work in the Medical/Dental clinic located at the Early Learning Center in Middletown.

OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of: Board policies and procedures, building policies and procedures, public relations, and state and federal reporting.
- Ability to: Interpret policies and procedures, work successfully in a culturally diverse environment, follow instructions, communicate effectively, and maintain files and reports, collect data, schedule, and lift moderate amounts of weight. Work successfully in a culturally diverse environment.
- Skill in: Basic math, English and communications.

EQUIPMENT OPERATED:

Computer, blood pressure cuff, copier, monitors, audiometer, MTI camera, ear scan, patient skill equipment (i.e. continuous feed pump, stethoscope, syringes/tubex, thermometer), projectors, VCR and other instructional-related audiovisual equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to construction hazards; attends functions or performs duties outside normal working hours.

Periodic: Exposure to inclement weather driving conditions and severe weather, heavy equipment, unruly children/adults.

Frequent: Exposure to blood, bodily fluids and tissue.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment in the district.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

STARTING DATE: As soon as possible
SALARY: \$19.50 - \$25.00 per hour based upon education and experience
WORK YEAR: Part Time
DEADLINE: Until filled
APPLY TO: Apply by clicking here: www.bcesc.org

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.