



WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.
Conway, South Carolina



JOB DESCRIPTION

JOB TITLE	<u>NURSE</u>	GRADE:	<u>10</u>
COMPONENT	<u>HEAD START/EHS</u>	DATE REVISED:	<u>01/26/2018</u>
REPORTS TO:	<u>HEALTH MANAGER</u>	STATUS:	<u>Non-Exempt</u>

Hourly range: 19.97 – 29.87

INTRODUCTION:

Works under general supervision of Health Manager to assist in carrying out the objectives of the Health Program.

II. DUTIES AND RESPONSIBILITIES:

1. Conducts preliminary screenings of Head Start/Early Head Start children to determine physical condition of each child.
2. Conducts follow-ups to physical examination and completes arrangements for proper treatment and care.
3. Assists in maintaining/monitoring individual health records for all children enrolled in Head Start Program/EHS.
4. Insures that special diet restrictions or supplements prescribed for Head Start/EHS children by a physician are properly followed.
5. Assists families in locating health sites to obtain health information.
6. Assists families in identifying medical/dental home.
7. Assists in conducting infant/toddler CPR and First Aid for Head Start/EHS staff.
8. Visits individual Head Start Centers and recommends to Health Manager ways by which the health and safety standards of each center may be improved.
9. Attends workshops, seminars, pre-service and in-service trainings to include out of area and overnight as required.
10. In conjunction with T&TA Manager, revises and implements an Individualized Professional Development Plan.
11. Assists in increasing in-kind services and donations each year.
12. Conducts LEAD screenings for children as needed.
13. Performs Head Start/EHS staff screenings as required.
14. Performs other duties assigned within state, federal and local guidelines.

III. QUALIFICATIONS:

A. REQUIREMENTS:

1. LPN with one-year experience or CNA with two years experience.
2. Considerable knowledge of practical nursing procedures, sanitation, personal hygiene, and basic health and safety practices.
3. Ability to make technical and physical observations of children and report to the Health Manager.
4. Valid driver’s license and responsible transportation.
5. Able to attend overnight meetings and workshops.
6. Ability to maintain and retrieve files and to visually review.
7. Able to lift 25 pounds.
8. Must meet all federal, state, and local license requirements for employment.
9. Must pass a drug screen, central registry check, SLED/FBI background check, physical and TB Test.

B. DESIRABLE:

1. LPN (four years (4) college/training) and at least three (3) years experience in nursing.

IV. MOBILITY:

Upward-----Health Manager
Lateral-----Early Head Start Manager
Downward-----Center Supervisor

Signature

Date

Policy Council Approval: _____ January 18, 2018 _____

Board of Directors Approval: _____ January 26, 2018 _____