

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: Health Program Specialist
LOCATION: Malvern Operations Office
HOURS: 8:00 - 4:30pm
FULL-TIME: X **PART-TIME:**
APPLICATION DEADLINE: Open Until Filled
DATE POSITION TO BE FILLED: ASAP
SALARY: \$ 15.85

JOB DUTIES:

Coordinate & implement the health program for all enrolled Head Start children and their families ensuring children receive necessary medical care to ensure Head Start centers comply with licensing requirements and health standards & practices.

Maintain a relationship with health care providers, utilizing local, state and federal resources when available and process medical bills for payment.

Coordinate training, health presentations and teach CPR classes providing technical assistance to staff, parents, volunteers and others as it relates to disabling conditions.

Monitor children's records to ensure records are maintained current.

Other duties as assigned.

EDUCATION REQUIREMENTS: Bachelors Degree in a health related field required with a minimum of a LPN License.

EXPERIENCE NEEDED: CPR Trainer Certification and experience working with pre-school children & their families preferred. Must have excellent computer and oral/written communication skills. Ability to multi-task, handle; sensitive/confidential information and work in a fast paced environment. This position requires travel to provide assistance over the agency's 5-county service area and willing to attend individual or group training sessions on the local, state or national level.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Regularly must lift and/or move up to 25 lbs. and occasionally up to 50 lbs.

DATE OF NOTICE: 07/28/17

Remove after: 08/07/17

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-321-1121