



## Foundation for Early Childhood Education, Inc.

A NON-PROFIT ORGANIZATION

HEAD START – EARLY HEAD START & STATE PRE-SCHOOL PROGRAM

*Excellence in Early Childhood Education and Human Services*

3450 East Sierra Madre \* Pasadena, CA 91107 \* Tel: (626) 572-5107



### **JOB POSTING**

#### Employment Opportunity

Posted Date: October 27, 2021

Deadline Date: November 10, 2021 or until Filled

**Position Title:** Health Aide  
**Reports To:** Health and Nutrition Coordinator  
**Department:** Health  
**Employment Status:** Full-Year, Non-Exempt, and Union Position  
**Compensation Range:** \$16.75-\$22.10 Hourly Rate PLUS Benefits

#### Employee Benefits:

Dental, Life, Medical, Vision, Aflac and 401k Retirement Plan

401k Retirement Plan (8.5% Employer Contribution) & additional voluntary contribution by the employee

- 12 Paid Holidays
- 21 Paid Vacation: Accrue at the rate of 10.25 hours per month worked, (1 year of employment = 123 hours)
- Paid Sick leave and three days of Personal Necessity: Accrue at the rate of 9.5 hours per month (1 year of employment=114)

**Work Location:** FOUNDATION FOR EARLY CHILDHOOD EDUCATION  
Main Office: 3450 East Sierra Madre Pasadena, California 91107  
Will be assigned site work for screenings of children and health duties, as needed  
Review our website: [www.foundationheadstart.org](http://www.foundationheadstart.org) for specific site locations

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#### SUMMARY OF DUTIES

Under general supervision, maintains, and updates medical records and assists family services and health staff in searching and tracking the status of completed exams and immunization certificates. May interview parents to complete health histories, nutrition assessments, and assist families to collect medical documentation from providers. Documentation can include child physicals, medication instructions, and food and allergy accommodations.

Provides assistance and clerical support to the Health/Nutrition Coordinator as it pertains to a child's health and also act as a support staff for Family Services Associates' as assigned to. Will be responsible for case noting in child health file and in ChildPlus. Assists in the development and distribution of written and web-based educational materials while performing related duties as assigned.

**Job Duties**

- Assists with collection of child health records (physicals, immunizations, allergy, food accommodations, etc.) from parents and medical/dental providers
- Assists Health Department with children’s medical and dental records,
- Uses ChildPlus for data entry, and tracking of health/dental requirements by due dates
- Prepares information to be included in internal and external health reports
- May assist to prepare Immunization records for submission to County Health Agencies and State Department of Health Care

**QUALIFICATIONS, EXPERIENCE & SKILLS**

**Education:** High School Diploma or G.E.D. equivalent, supplemented by vocational education or training in health services and systems.

**Experience:** Two years’ of medical records administration or student health aide experience requiring knowledge of medical terminology, testing procedures, and student health records.

**Knowledge and Skills:**

- Knowledge and proficiency with technology, including computer software applications such as: Virtual Conference Meeting platforms, Microsoft Office, Windows, and the Internet
- Knowledge and proficiency in ChildPlus is a *plus*
- Strong communication skills and knowledge of health care programs, services, and systems
- Proficiency generating and utilizing data base systems and reports

**Licenses/Permits/Certifications:**

- Automobile, Insurance and Valid Driver’s License

**SPECIAL REQUIREMENTS**

**Prior to hire, the following must be assured:**

**Eligibility to Work:** All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.

**Medical Examination:** Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray. Proof of Immunizations: Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR)

**COVID Vaccination-** Fully Vaccinated (2 doses for Pfizer and Moderna; 1 dose for Johnson & Johnson)

**Fingerprint Clearances:** All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and Child Abuse Index (CACI), prior to starting work.

**Other Special Requirement:** Must have the use of an automobile with adequate insurance coverage and a valid California driver’s license, or have available transportation.

***Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job offer***

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear.

The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.

**APPLICATION PROCEDURES**

Applicants must complete a Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may download an employment application online at [Employment Opportunities – Foundation for Early Childhood Education, Inc. \(foundationheadstart.org\)](http://www.foundationheadstart.org)

Interested candidates must forward the following documentations and application packet via email at [applications@foundationheadstart.org](mailto:applications@foundationheadstart.org) or via mail at 3450 East Sierra Madre Pasadena, California 91107 (Attention HR)

1. Employment Application – with original signature
2. Cover letter
3. Resume
4. Copy(ies) of Degrees
5. Copy(ies) of Transcripts
6. Letters of Recommendation
7. And any other pertinent documentation as deemed necessary

***Please Note: Application and all required documents can be mailed, or submitted to [applications@foundationheadstart.org](mailto:applications@foundationheadstart.org) by the due date listed in this job posting***

**PROGRAM SUMMARY**

Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start/Early Head Start Delegate Agency and State Preschool Grantee. As a nonprofit organization, we have supported young children and their families for over 50 years with Early Childhood and family services. Foundation for ECE, Inc. currently operates nineteen preschool sites in Los Angeles County located in: Boyle Heights, Echo Park, and Hollywood. Foundation for ECE, Inc. also collaborates with HACLA and LA City.

The program fosters Family Engagement in all of the areas of a child’s development and provides comprehensive resources to low-income families in the areas of health, nutrition, and community resources. Foundation is a comprehensive early childhood education program with a focus on child development that includes a child’s cognitive, physical, social emotional growth, and development.