Foundation for Early Childhood Education, Inc.
A NON-PROFIT ORGANIZATION
HEAD START / STATE PRE-SCHOOL PROJECT / CHILD DEVELOPMENT CENTERS
Excellence in Early Childhood Education and Human Services
3360 Flair Drive, Suite 100 ● El Monte, CA 91731 ● Tel: (626) 572-5107 ● Fax: (626) 572-7663

POST

Employment Opportunity

Posted Date: July 28, 2017
Deadline Date: Open until filled

Position Title: **RN CONSULTANT**
Reports To: **Health/Nutrition Coordinator**
Department: **Health Services**
Employment Status: **NON EXEMPT**
Compensation Range: **$55.00 an hour**

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION SITES

I. PROGRAM SUMMARY

Foundation for Early Childhood Education, Inc. (Foundation) is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical, and social emotional growth and development. The program fosters Family Engagement in all areas of a child's development and provides comprehensive resources to low income families in the area of health, nutrition, and community resources.

II. SUMMARY OF DUTIES

Under the supervision of the Health/Nutrition Coordinator, the RN Consultant will be responsible to perform the following work for the Company: review health records, assess health status and health care for the children in the program; follow-up with parents and health care providers and plan for continuing health care as necessary; any and all additional duties as assigned by the Health Coordinator.

III. QUALIFICATIONS, EXPERIENCE & SKILLS

Education: Registered Nurse from an accredited nursing school; registered BSN preferred.

Experience: Minimum 5 years' experience in school setting or related, preferably working with 3-5 year old children in a Head Start setting. Working with low income and disadvantaged families is a plus.

Skills:

- Strong computer skills, with experience working on a data base system, preferably Child Plus
- English/Spanish Preferred
- Strong communication skills

IV. 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.* Required immunizations: Influenza, Pertussis, & Measles.
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 the Child Abuse Index 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. ❖ Proof of Liability Insurance ❖ Proof of RN License ❖ Proof of Degree if applicable

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

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must 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 site; 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.

VI. APPLICATION PROCEDURES

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may obtain an employment application from Human Resources Department located at 3360 Flair Dr, Ste 100, El Monte, CA 91731 or may download the application at our website – www.foundationheadstart.org

Interested candidates must forward the following documentation to the address listed above – in c/o Human Resources Department:

1. Employment Application – with original signature
2. Resume
3. And any other pertinent documentation as deemed necessary