



Position title: Health Advocate

Grade: NE7

Reports to: Health Coordinator

AGENCY MISSION: To empower children and families in Madison County, Illinois to develop positive skills to meet life's challenges.

This position is responsible to ensure that all required health screenings and appropriate assessment, for each enrolled child in all areas of programming in their assigned Center are complete and referred for further evaluation or treatment when deemed necessary. Health Advocates assist and support staff and enrolled families in obtaining up-to-date physicals, immunizations, dental exams and treatment and will provide transportation for the families as needed. This position collaborates with healthcare providers, parents and staff to obtain health documentation, assessing health services and obtaining informed consents as needed to maintain accurate health records on children served. Health Advocates complete home visits for prenatal and postpartum clients in Early Head Start, provide maternal-child health education to the parent, develop health plans and complete assessments of newborns while also assisting in procuring services for pediatric and maternal-child health needs. Health Advocates complete health staffings with parents and staff as needed. This position participates in on-site clinics to include sensory screenings, blood tests, physicals, dental exams, etc. The Health Advocate administers medications to children served in the Centers as needed and assists Center staff with children who are ill and/or need to be sent home from the Center. This position provides health and safety education to enrolled families and teaches first aid and CPR to employees.

SKILL BASED COMPETENCIES AND PERFORMANCE OUTCOMES:

Action Oriented: Enjoys working hard and is energized by things that are challenging, showing no fear of acting with a minimum of planning and seizing opportunities.

Self-Knowledge: Knows their personal strengths, weaknesses, opportunities and limits gaining insight from mistakes, and is open to criticism, not becoming defensive but being receptive to talking about shortcomings and looks forward to career discussions.

Learning On The Fly: Quick learner when facing new issues, open to change after analyzing successes and failures for clues to improvement, experimenting, etc. trying anything to find solutions. Enjoys the challenge of unfamiliar tasks quickly grasping the underlying structure of most.

Peer Relationships: Quickly finds common ground to solve problems for the good of all involved representing their interests while being a team player showing fairness and cooperation to other peer groups working with a minimum of noise. Gains the trust and support of peers by encouraging collaboration and being candid with peers.

Approachability: Is easy to approach and talk to spending the extra effort to put others at ease by being warm, pleasant, gracious, sensitive and patient with others interpersonal anxieties. Builds rapport by being a good listener, an early knower and getting informal and incomplete information in time to do something about it.

Integrity and Trust: Is widely trusted as they are seen as direct, truthful and can present the unvarnished truth in an appropriate and helpful manner. Keeps confidences, admits mistakes and doesn't misrepresent themselves for personal gain.

Listening: Practices attentive and active listening, hears people out and is able to accurately restate the opinions of others even when they disagree.

Self-Development: Is personally committed to and actively works to continuously improve themselves by understanding that different situations may call for different skills and approaches. Works to deploy strengths and compensating for limits.

Time Management: Uses their time effectively and efficiently valuing time and concentrating their efforts on the more important priorities. Gets more done in less time and can attend to a broader range of activities.

FUNCTIONAL COMPETENCIES

Possesses the functional and technical knowledge and skills to do their job at a high level of accomplishment,

Effectively handles stress and does not become defensive or irritated, can hold things together when times are tough, doesn't show frustration when resisted or blocked and is a settling influence in a crisis. Is tolerant with people and processes, makes an effort to understand the people and data accumulated before making judgments and acting. Follows established policies and procedures,

Adheres to an appropriate and effective set of core values and beliefs during both good and bad times and acts in line with those values by practicing what they preach,

Steps up to conflicts, seeing them as opportunities by reading situations quickly and practicing focused listening. Can hammer out tough agreements and settle disputes equitably finding common ground and getting cooperation with minimum disruption,

Genuinely cares about people and is concerned about their work and non-work problems making themselves available and ready to help. Is sympathetic to the plights of others not as fortunate demonstrating real empathy with the joys and pains of others,

Pursues all tasks with energy, drive and a need to finish, seldomly giving up before finishing especially in the face of resistance or setbacks,

Maintains a conscious balance between work and personal life, knows how to attend to both so that they obtain what they want from both.

EDUCATION AND/OR EXPERIENCE:

Registered Medical Assistant certification required. Experience in pediatric, maternal/child and or public health is preferred. Experience working with low-income families is desirable. Must be able to obtain and maintain first aid/CPR teaching certification and IDPH Hearing & Vision and Screening Technician certification. Valid driver's license and reliable means of transportation required.

WORKING CONDITIONS:

Work is performed in a setting with moderate safety issues. Travel to outside meetings, trainings, conferences, home visits, Agency sites, etc. This position requires sitting, standing, bending and moderate lifting.

ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their direct Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.