



Job Title	Health Advocate	FLSA Status DOL Status	Non-Exempt Full-Time
Program/Department	Early Childhood Services	Supervisor Responsibilities	No
Reports To	Health Coordinator	CEO Approval Date	02/02/2022
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.		

Must pass required background check, and meet TB and Physical requirements

POSITION OVERVIEW

The Health Advocate provides data entry support for their assigned program locations as required to maintain compliance with Head Start Program Performance Standards (HSPPS). Health Advocates will collaborate within a multidisciplinary team to support early childhood best practice in sustaining high quality services delivery. The Health Advocate works with Family Support Specialist, School Directors and Community Teams to support families in completing mandatory health requirements and services to promote health and wellness.

All Sunbeam employees and volunteers are expected to be sensitive to our clients' cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and perform in accordance with Sunbeam's standards of excellence at all times.

ESSENTIAL FUNCTIONS

- Promote, encourage and display examples of leadership for the agency in accordance with the agency mission.
- Demonstrate capacity for providing developmentally sensitive, evidence-based, hope centered and trauma informed services and leadership.
- Develop knowledge and understanding of the requirements and health compliance requirements according to HSPPS and the Head Start Act.
- Obtain certification for required screening tools as required.
- Meet health compliance requirements with documentation according to HSPPS, state and local regulations.
- Make contact with families upon enrollment acceptance to complete intake interviews and explain health requirements to enrolled families.
- Administer screenings and/or coordinate with community partners to ensure screenings and services are delivered for children in compliance with HSPPS and DHS Childcare licensing requirements.
- Perform data entry and updating for ongoing projects, including but not limited to ChildPlus and the annual PIR (Program Information Report).
- Use ChildPlus protocols to enter data accurately and effectively organize information in a time-sensitive manner to provide information as needed.
- Attend regular meetings/staffing and engage in intentional and collaborative problem solving with Mental Health, Education, Family Support, ERSEA and Disabilities teams.
- Prioritize projects delegated by Health Coordinator to accomplish tasks in the time frame specified and at a high level of quality and confidentiality.
- Respect the confidential nature of Personal Identifiable Information (PII).
- Accurately communicate information in minutes, e-mails, memos and other written and verbal

correspondence.

- Promote culturally sensitive practice.
- Travel locally as required in the performance of responsibilities.
- Perform other appropriate and related responsibilities as assigned by supervisor, Chief Program Officer or Chief Executive Officer.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	AA/AS degree, or equivalent college hours, in public health, social work, early childhood or related field.	Bachelor's degree in public health, social work, early childhood or a related field.
Experience	One (1) year of experience in an early childhood or administrative setting.	Experience in Head Start/Early Head Start
Skills Knowledge Abilities	<p>Caring and compassionate attitude when interacting with and caring for children and families</p> <p>Willingness to work with high-risk, low-income communities</p> <p>Accepting interpersonal approach that reflects cultural sensitivity to the unique and diverse experiences of families served</p> <p>Able to effectively and respectfully communicate in a manner that consistently demonstrates respect and concern</p> <p>Interpersonal skills including collaboration and ability to work within multi-disciplinary teams</p> <p>Able to detect, discern, distinguish, observe, inspect and compare reports related to Health Requirements</p> <p>Excellent command of English language and grammar, both verbal and written</p> <p>Intermediate knowledge of computer operations and applications, including Microsoft, and the ability to master other computer technology / software programs as needed</p> <p>Good organizational and time management skills</p> <p>Must work independently and collaboratively in a team environment</p> <p>Communicate in a professional manner, demonstrating dignity and respect for our internal, external and community members.</p> <p>Manage, protect and exercise discretion in handling</p>	<p>Knowledge and understanding of Head Start/Early Head Start Performance Standards</p> <p>Knowledge and understanding of, state and local childcare license requirements</p> <p>Knowledge and understanding of Child Plus</p> <p>Knowledge and understanding of NAEYC</p> <p>Advanced Microsoft application knowledge and skills</p> <p>Bilingual Spanish/English speaking ability to interact with children and families from multilingual homes</p>

	<p>confidential information and materials.</p> <p>Prioritize workload with focus on detail and accuracy</p> <p>Valid Oklahoma driver's license and state required vehicle insurance for any vehicle used in performance of job duties.</p>	
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WORKING CONDITIONS

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Occasionally must be able to move needed materials weighing up to 20 pounds.

Work Environment

The employee will work in an office environment, may work in close quarters with other staff. The noise level in the work environment varies from moderate to loud; frequent chaotic situations will occur, characteristic to working with children ages 0 – 5 years. Employee must expect exposure to strong odors such as soiled diapers and clothes, and poor hygiene. May come into contact with childhood diseases and blood on occasion.

Vaccination

This position is subject to Sunbeam's Mandatory COVID-19 Vaccination Policy. All Sunbeam employees are required to be fully vaccinated against COVID-19, or have an approved exemption. Exemptions to the vaccine requirement will be considered for individuals with medical condition(s) that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with applicable federal and state law. Proof of Vaccination, as defined by Sunbeam policy, or an approved exemption is required for any employment effective on or after December 31, 2021.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without

reasonable accommodation. It is also understood that employment with Sunbeam is considered “at will,” meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not and is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: