

Alameda Family Services – Early Childhood & Family Support Services

Health Services Coordinator

Alameda Family Services

Alameda Family Services is a non-profit agency providing comprehensive services to youth, families and children in the City of Alameda.

Early Childhood & Family Support Services

Early Childhood & Family Support Services (ECFS) programming connects individuals and families to resources in the community that support access to education opportunities and needed health and family services. Case management is provided to individuals, families, and seniors and to those enrolled in our federal and state funded child development programs that provide comprehensive services to qualifying pregnant women and families with children birth to 5 years of age. Child development, health and family support services are provided through a variety of unique program options designed to meet the individual needs of children and families.

Job Summary

Under the direct supervision of the Assistant Director of Health & Family Services, the Health Services Coordinator will facilitate educational opportunities, provide resources and referrals, promote the health, wellness and resiliency, and ensure the safety of the children and families enrolled in the Head Start/Early Head Start Program and those seeking support from the Alameda Family Services-Early Childhood & Family Services Division.

General Responsibilities

1. Support individuals and families in securing health insurance coverage in establishing an ongoing source of medical and dental care.
1. Provide resources and referrals for health education opportunities and related services.
2. Assist in collecting, reviewing, and evaluating children's health, nutrition and dental records, and work with direct service staff in assessing and supporting children's ongoing health, dental and nutritional needs.
3. Develop partnerships with health care providers and public health agencies and work with members on an ongoing basis to support the health needs of children and families.
4. Assist in the development and implementation program-wide health and safety plans, policies and procedures in accordance with the Head Start Program Performance Standards, Child Adult Care Food Program (CACFP) and Community Care Licensing (CCL) regulations, and recommendation and rulings from the Public Department of Health and Center for Disease Control (CDC).
5. Support and promote the agency and program mission and philosophy within the agency, program and community, including following the agency and program lines of communication
6. Work with, contribute to, and serve as a member of a multi-disciplinary team by encouraging and facilitating problem solving strategies; accepting supervision, and working closely with direct service staff, program management, agency administration, community partners, coaches and consultants to ensure high-quality services and implementation of best practices.
7. Assist in monitoring program compliance in meeting health, dental and nutritional requirements in accordance with Head Start Performance Standards, Community Care Licensing

Regulations and the State of California's Early Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule.

8. Assist in ensuring compliance with emergency health and safety policies, procedures and protocols (including but not limited to COVID-19 response services).

Knowledge, Skills, and Experience

- AA Degree or equivalent in health related field required. BA Degree preferred
- 2 years of experience in public health, nursing, health education, or health administration
- Head Start/Early Head Start or experience in early child care setting preferred
- Ability and desire to work as part of a team in a culturally diverse environment
- Positive, professional and courteous work demeanor
- Second language skills are desirable
- Must be at least 18 years of age.

Compensation & Benefits

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| Classification: | Non-Exempt : Hourly |
| Hours: | 32-40 Weekly including a paid ½ hour lunch |
| Paid Holidays: | Up to 11+ Days/Year depending on schedule and FTE |
| Vacation Accrual Rate: | 9.23% (Approximately 24 days per year for full-time position.) |
| Sick Leave Accrual Rate: | 4.62% (Approximately 12 days per year for full-time position.) |
| Health Benefits: | Medical & Dental Insurance Coverage |
| Professional Development: | Training & Professional Growth & Development opportunities. |
| Optional Savings Plans: | Section 125 and 403b Retirement |
| Starting Range: | \$20.75 - \$21.78 (Depending on degree and years of experience) |

Equal Opportunity Employment

Alameda Family Services does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.