



## **Health/Disabilities Assistant – Early Head Start**

### **BRIEF POSITION DESCRIPTION:**

Higher Horizons Early Head Start Program in the 7 Corners area of Falls Church, VA is seeking an experienced Health/Disabilities Assistant. Responsible for ensuring child health requirements of the Head Start Program Performance Standards and Virginia Child Care Licensing Standards are met for children six weeks to 3 years of age. Enters and scans health information into automated child data tracking system (“Child Plus”). Document verbal and written communications to parents and medical providers. Responsible for coordinating services, recordkeeping and tracking children with disabilities. The candidate will work closely with the Health Manager in generating accurate, timely health and safety related reports. Collects health data for developmental, vision, hearing and health screening and assessments. Maintains Health Action Plans as may be required. **Bilingual Spanish preferred!**

### **QUALIFICATION REQUIREMENTS:**

- High School Diploma + Medical Assistant Certification or health related academic credential/degree
- At least two years of successful experience working with children in a health office, pediatric practice or early childcare health environment.
- Computer skills are essential for data entry, documentation, creating reports, email communications, etc.
- Ability to communicate effectively in English in written & verbal forms, using correct spelling, grammar and punctuation.
- Pre-Employment FBI Fingerprints and VA Criminal History Background Check will be conducted.
- Current CPR/First Aid and MAT Certifications a plus.
- Previous Head Start or Early Head Start experience a plus.

### **SALARY AND BENEFITS:**

- \$34,320 - \$38,459 Annual Salary (commensurate with related education and experience)
- 12 Paid Holidays, 13 Paid Vacation days, 13 Paid Sick days (per year)
- Group Health Insurance (Care First Healthy Blue – Open Access)
- Group Dental Insurance (Humana)
- Group Vision Insurance (Eye-Med)
- Free Short & Long-Term Disability (The Hartford)
- Free Life Insurance (Humana)
- Employee Assistance Program-EAP (Humana)
- Eligible for 403(b) Mass Mutual Retirement Plan after 6 months of successful employment

### **CLOSING DATE:**

**Tuesday, May 28, 2019 or Until Filled**

### **APPLICATION INSTRUCTIONS:**

- Fax cover letter and resume to (703) 820-1578 OR
- Email cover letter and resume to [hr@higherhorizons.org](mailto:hr@higherhorizons.org) OR
- Mail cover letter and resume to:  
Higher Horizons DCC, Inc.  
ATTN: HR Dept.  
5920-B Summers Lane  
Falls Church, VA 22041-1634



### **HIGHER HORIZONS DAY CARE CENTER, INC.**

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