General Purpose:
The Early Learning Health Specialist I, II & III - Early Childhood Education is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). An Early Learning Health Specialist performs a variety of health related case management duties for children and families in centers and family child care homes; monitors and completes administrative paperwork for early education health, safety and nutrition program activities; and provides health, safety and nutrition information and training to families, child care providers and state preschool staff.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Provides case management, provider support and administrative recordkeeping related to health, environmental health, safety and nutrition.
- Ensures all children are up to date on required immunizations, physical and dental exams.
- Provides health information to families and assists them in making physical and dental appointments.
- Refers families to health and nutrition resources in the community.
- Ensures compliance with federal, state and local health, environmental safety and nutrition laws and regulations including Head Start/Early Head Start, California State Preschool and Community Care Licensing.
- Schedules and completes monitoring on centers and family child care homes for health, safety, nutrition compliance with transportation regulations using established protocols.
- Provides case management, file maintenance and administrative recordkeeping.
- Extensive administrative record keeping and data entry.
- Maintains client and/or provider files.
- Prepares data for forwarding to other government agencies.
- Performs specialized assignments in adaptation of program reporting and information maintenance systems to microcomputer software packages.
- Holds orientations and workshops for new program providers, parents and community members.
- Prepares periodic newsletters and writes articles.
- Acts as a program liaison with community service providers.
- Visits program and family child care sites to provide training, monitoring and support.
- Extensive contact with the public.

Minimum Qualifications:

**Employment Eligibility:**
- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

**Education:**
- High school diploma or equivalent.
Experience:

Early Learning Health Specialist I:
- One (1) year of experience working with children and families, preferably including experience with licensing regulations, Head Start or Early Head Start.

Early Learning Health Specialist II:
- Equivalent to three (3) years experience as an Early Learning Health Specialist I or one (1) year of experience with 24 units of Early Childhood Education (ECE) or a Bachelor’s degree in a related field.

Early Learning Health Specialist III:
- Equivalent to five (5) years experience as an Early Learning Health Specialist I or II or two (2) years of experience with 24 units of Early Childhood Education (ECE) or a Bachelor’s degree in a related field.

Knowledge, Skills and Abilities:
- Knowledge of general problems and behaviors of children.
- Knowledge of office methods, filing systems, and procedures.
- Knowledge of correct English usage, spelling, grammar, and punctuation.
- Knowledge of child care program functions, operations and requirements.
- Knowledge of community care licensing requirements.
- Knowledge of principles of training others.
- Ability to perform a variety of office support, record keeping and monitoring assistance work assignments.
- Ability to work with microcomputers and a variety of software packages.
- Ability to maintain records and child/family files.
- Ability to prepare and present information in English.
- Ability to deal tactfully and courteously with program parents, providers and staff of other agencies, including diverse cultural, ethnic, socio-economic backgrounds.
- Ability to maintain cooperative working relationships.
- Ability to interpret and apply child care program policies, laws, rules and regulations related to environmental health and safety.
- Ability to provide training to program parents and providers.
- Ability to take responsibility and use good judgment in recognizing scope of authority.
- Ability to work with advanced microcomputers and software packages.

Required Testing:
- Applicants may be tested.

Certificates & Licenses:
- Must possess a valid California driver’s license issued by the State Department of Motor Vehicles.

Clearances:
- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:
- Work is performed in an office, preschool or family childcare, and continuous contact with young children, families, staff, early educators and representatives of other agencies.
Physical Requirements:

- The usual and customary methods of performing the job’s functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingerling and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade:
- Early Learning Health Specialist I: 20.5
- Early Learning Health Specialist II: 22.5
- Early Learning Health Specialist III: 24.5

Reviewed and Approved:

Supervisor: ______________________________ Date: ____________________

Human Resources: ________________________ Date: ___________________