

**JOB VACANCY**

**POSITION:** Head Start Health Assistant

**LOCATION:** Main Office

**HOURS:** Varies (800 per school year)

**STARTING SALARY RANGE:** \$16.00/hr

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**JOB SUMMARY**

The Health Assistant is responsible for assisting the Health Coordinator, Disabilities Specialist and Children's Health Manager in executing the necessary functions to ensure all children receive the comprehensive health services Head Start offers.

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**ESSENTIAL FUNCTIONS**

1. Screen children for possible health concerns.
  2. Assist with monitoring, documenting and updating health records for children in the database.
  3. Maintain confidentiality of communications and records at all times.
  4. Fulfill and comply with the Head Start Act, all Head Start regulations, federal, state and local regulations, contractual agreements, and funding guidelines.
  5. Implement Brightpoint Values at all times.
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**SKILLS AND QUALIFICATIONS**

1. High School diploma or equivalent. Experience working with young children preferred.
  2. Strong written and verbal communication skills.
  3. Good organizational skills
  4. Computer skills in Word, Excel and database entry.
  5. Ability to work with minimum supervision.
  6. Ability to relate and interact effectively with individuals from a variety of socio-economic backgrounds particularly low-income.
  7. Become certified in CPR and First Aid within twelve (12) months of hire.
  8. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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**DATES FOR INTERNAL POSTING:** FROM November 8, 2023 until filled

**TENTATIVE DATES FOR EXTERNAL POSTING:** FROM November 8, 2023 until filled

**APPROXIMATE DATE FOR POSITION TO BEGIN:** Immediately

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**FOR FURTHER INFORMATION, CONTACT HR DEPARTMENT, EXT. 206 OR 213**

**APPLICATIONS ACCEPTED – 227 E. WASHINGTON BLVD, FORT WAYNE, IN**

**8:00 A.M. – 5:00 P.M., MONDAY – THURSDAY**

**OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org).**