

JOB SPECIFICATIONS

JOB TITLE:	Health Advocate
REPORTS TO:	Health and Nutrition Manager
SUPERVISES:	None
SALARY RANGE:	\$21,008 - \$29,910.00 annually

SUMMARY OF JOB: Under the direction of the Health and Nutrition Manager, the Health Advocate will assist with the planning, implementing, and evaluating the health and dental requirements for all children and families enrolled in the program. The position involves extensive record keeping, organizing, problem solving, and time management.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Ensure that all enrolled children are up to date on health screenings according to the Early Periodic Screening, Diagnosis and Treatment (EPSDT) and the Louisiana Immunization Network for Kids Statewide (LINKS).
- Maintains/Monitors detailed, accurate, up to date, and confidential records including, health service tracking system, child health files, and documentation of all activities.
- Assist in the evaluation process to ensure children served have an ongoing source of continuous, accessible, age appropriate preventive and primary health care, which includes medical, dental, and mental health.
- Works cooperatively with center level staff and parents to arrange any needed medical or dental examinations, immunizations, lead level test, hemoglobin tests, hearing and vision tests.
- Monitor systems to ensure all children enrolled in the program are screened within 45 days, and receive appropriate follow up, to include more comprehensive assessments if applicable.
- Reviews enrollment application and physicals for abnormalities or areas needing clarification or missing information, Request missing information immediately and utilizes the agencies database to track the information.
- Notifies families or Family and Community Engagement Specialist well before new or updated information is needed. Keeps documentation of attempts. Notifies the Health and Nutrition Manager of areas of non-compliance.
- Perform other duties as assigned.

REQUIRED SKILLS AND ABILITIES:

- Ability to review and make accurate entries into health files and/or database system.
- Ability to troubleshoot and problem solve
- Must have excellent organizational skills and proven ability to work within prescribed timelines.
- Must have excellent written and verbal communication skills.
- Must have reliable transportation and be willing and able to travel to partner sites.
- Intermediate knowledge of computer applications, word-processing software in a Windows environment and ability to learn and master other computer technology /software as needed.

EDUCATIONAL AND WORK EXPERIENCE REQUIREMENTS:

High School degree and two years healthcare experience or related training, education or experience OR CNA or Medical Assistant certification.

Criminal background clearance and physical examination and TB test are required as condition of initial employment and continued employment.