



# EMPLOYMENT OPPORTUNITY

**Center for Families and Children**  
**Human Resources Department**  
**4500 Euclid Avenue, Cleveland, Ohio 44103**  
**(216) 432-7200, ext. 236**  
**(216) 432-7257 (Fax)**  
**[careers@c4fc.org](mailto:careers@c4fc.org)**

<u>Position:</u>	<u>Location</u>
Health Assistant	Nancy Lyon Porter Building

***Job Summary:***

Under supervision of the Vice President of Early Learning or her designee, is responsible for assisting in carrying out the health/dental service area at designated sites and is responsible for assisting with monitoring and updating health records at designated centers.

***Job Duties & Responsibilities:***

Tracks children’s health records, referring families for initial and follow-up care and serve as a resource on health issues for the staff and parents.

Incumbent must possess good communication skills, both verbally and written to interact with parents and management staff and provide support in the screening of children at all Early Head Start sites.

The incumbent is expected to implement the applicable Head Start Performance Standards and demonstrate an interest in and commitment to the priorities and fundamentals of work.

The incumbent shall display dependability, flexibility, reliability, team playing, and accept supervision.

The incumbent’s work shall be reviewed for consistency, thoroughness, accuracy, and timeliness.

***Job Qualifications:***

Must possess a high school diploma or GED

Applicant with a degree as a Medical Assistant preferred. Will also consider applicant certified in Home Health Aide training.

Must possess good written and oral communication skills.

Must demonstrate good record keeping and organizational skills.

Must be able to maintain confidentiality.

Direct work experience in Head Start or other pre-school program desired.

Performs other duties as assigned.

***Application Procedures:***

**\*\*\*AN EQUAL OPPORTUNITY EMPLOYER\*\*\***

# **EMPLOYMENT OPPORTUNITY**

For consideration of this employment opportunity, please submit your application materials to the address, fax or email address noted above. Internal candidates must apply by forwarding an Internal Applicant Bid Form and/or résumé to the Human Resources Department. (An employment application can be accepted in place of a resume.) External candidates must submit their résumé and cover letter if applying by postal mail.

**The Center for Families and Children  
Human Resources Department  
Attention: Health Assistant  
4500 Euclid Avenue  
Cleveland, Ohio 44103  
HR Fax #: (216) 432-7257  
HR Email: [careers@c4fc.org](mailto:careers@c4fc.org)**