

HEALTH ADVOCATE ROLE DESCRIPTION

CCHP highly recommends centers to designate a staff member to serve as the Health Advocate. This role should be a staff member who has shown interest and aptitude for prioritizing health and safety, teaching, and monitoring health indications for the children and the staff. The Director may choose to assign this role to a teacher, administrative staff, or a site supervisor. Sample role description:

FUNCTION:

Under the direction and supervision of the Childcare Center Director, implements a high-quality Health, Safety, and Nutrition component of the program, and collaborates with Child Care Health Program (CCHP) Staff and Public Health Nurse Consultants, families, and staff of the center.

DUTIES AND RESPONSIBILITIES:

1. Acts as a liaison to CCHP staff and other health professionals in the community.
2. Assists the center in the implementation of Health, Safety, and Nutrition components of the program.
3. Assures that staff development includes ongoing training concerning the Health, Safety and Nutrition components.
4. Assists the Director/Owner in assuring staff are adhering to health procedures.
5. Ensures up-to-date information is disseminated to staff.
6. Monitors children's health records.
7. Monitors center's program to assess Health, Safety and Nutrition status.
8. Logs data and prepares reports as necessary.
9. Assures that Health, Safety, and Nutrition related tasks are done in a timely manner.
10. Attends staff meetings and assures that Health, Safety, or Nutrition are on each agenda.
11. Consults with Nurse Consultants, staff, and parents on children's health issues.
12. Assures that individual care plans are completed for each child with a special health need.
13. Arranges and assists with conducting health screenings, referrals, and follow-up.

San Francisco Department of Public Health
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14. Assures medications are given according to center policy.
15. Ensures that emergency and disaster plans are current, reviewed, and practiced.
16. Establishes health resources for the program.
17. Identifies and refers children at risk for further evaluation.
18. Other duties as assigned.

SAMPLE MINIMUM CANDIDATE REQUIREMENTS:

(Center may modify job description and candidate requirements)

1. Teacher-qualifiable childcare employee
2. Interested in Health, Safety and Nutrition
3. CPR and First Aid certificates
4. Team player, capable of collaboration and leadership.
5. Able to communicate well with colleagues, parents, children, and health professionals.
6. Committed to decreasing health inequities, disparities, and improving outcomes for high-risk populations, Indigenous, People of Color, with a particular focus on Black, Latinx and Pacific Islander clients.
7. Able to meet goals objectives and accomplish outcomes as planned.