



Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 1200+ people strong and growing!

You could play a key role supporting the **Early Care & Learning** Division! Go to our job board to apply: [job board](#)

The Health Specialist II job at a glance

General Summary

Under general supervision, the Health Specialist II efficiently maintains functions of the Health Service Area, which includes monitoring and record keeping of participant's health information, training and technical assistance to staff, and health education at different program levels. This position is fast-paced and requires the ability to multi-task with high organizational skills along with the ability to be flexible to change. Professional communication skills are required to effectively interact with staff, program participants, and external stakeholders.

This position is full-time, 40 hours per week. This is a hybrid work environment and consists of working remotely at the Sylmar office location and/or at a CCRC ECL/EHS sites. Travel is required between San Fernando Valley and Antelope Valley.

Core Benefits!

- **Hybrid/Remote** position!
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
 - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and **90%** vision coverage!
 - There are a variety of medical and dental plans offered.
 - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
 - Upon meeting eligibility, employees receive a **5% contribution** and may participate in the **match of 50% up to the 1st 7% of deferrals**
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities for **learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

Within a team environment, the Health Specialist II will perform the following responsibilities:

MONITORING & RECORD KEEPING 40%

- Monitor health services compliance with Early Care and Learning Performance Standards regulations
- Monitor participant's medical status and health requirements utilizing the ChildPlus data tracking system.
- Review ChildPlus reports to ensure complete and accurate health documentation and follow up of any health concerns identified and compliance using established policies and procedures.

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- Track, analyze, and report Health Requirements and other health information including, but not limited to Physical Exams, Dental Exams, Care Plans, Ouch Reports, Exposure Notices, and Hazard Mapping.
- Track and monitor health referrals and implementation of follow-up plans to meet children's needs.
- Monitor the ongoing health status and needs of enrolled participants by ensuring the completion of health processes such as Daily Health Checks, Ouch Reports, Medication Administration, and Exposure Notices.
- Maintain a system of confidentiality for data, records, and information of Early Care and Learning families at all times.

CASE MANAGEMENT & Training & Technical Assistance 30%

- Provide support to home educators, family advocates, and other program staff regarding meeting the health needs of children and families.
- Provide consultation and support to staff and parents regarding issues related to health.
- Assess individual needs, consult, and recommend resources and referrals appropriately.
- Provide support to all Early Care and Learning Birth to Five staff to facilitate health requirements and provide resource access to program families.

HEALTH EDUCATION & TRAINING 10%

- Assist in the planning, development, implementation, and evaluation of health curriculums, parent and staff trainings, and service area events.
- Plan, coordinate, and facilitate health events such as the service area's Biannual Health Services Advisory Committee meeting.
- Provide staff with appropriate training on all local, state, and federal program regulations as well as service area policies and procedures.
- Plan, organize, oversee, and implement health education trainings to increase parents and staff's knowledge on health and overall well-being.
- Work with parents to support children's health and well-being by providing clear health education materials and services that meet program standards.

OUTREACH 10%

- Collaborate with other agencies providing health and nutrition services within the local area. Travel to other Agencies as needed.
- Establish professional relationships, negotiate and develop written agreements and/or contracts with health service providers to facilitate access to additional resources and services as needed for program families with approval from the Health & Nutrition Manager.
- Develop and maintain communication with local organizations, professional entities, and governmental agencies that provide services to community and program participants to promote positive health outcomes. Travel to community organizations and entities as needed.

HEALTH & SAFETY 10%

- Travel to and conduct site visits to monitor health processes and provide exposure to and training of such concepts in the classroom environment for staff.
- Track, monitor and ensure centers are well stocked with First Aid Kits, Emergency Kits, and Safety Inventory, including health supplies for the classrooms (toothbrushes, medication backpacks, etc.).
- Maintain updated multi-media health information resources, including inventory, restocking and database management of materials.

Non-Essential Duties And Responsibilities

These duties include tasks that are required and comprise less than 5% of daily functions for this job:

- Conduct Health and Safety-Walks at CCRC Early Care and Learning sites.
- Participate in off-site health fairs.
- Supervise volunteers and/or interns in Health and Nutrition.
- Participate in the program's annual self-evaluation and federal monitoring.
- Support program participants throughout the service area.
- Represent the service area during internal and external meetings.
- Perform other duties, as assigned.

Job Specifications

Minimum Required

- **Education:** Bachelor's degree in a Public Health related field such as health education, population health, child nutrition and/or health administration.
- **Experience:** One year of experience in public health related field and/or preschool related program.
- **Professional/Technical Certifications:** CPR, First Aid Certification OR have the ability to be trained for and qualify for CPR and First Aid certifications. Must successfully obtain both certifications within 90 days after hire.
- **Technical Requirements** - List specifics:
 - Basic proficiency using Microsoft programs such as Outlook, Word, Excel, PowerPoint, and Zoom. Experience with databases is helpful.
- **Bilingual Required:** Ability to converse, read, write and/or translate in English and Spanish
- **Behavioral:**
 - Effective communication, demonstrated professional experience working with adults and children, able to maintain professional interactions with program participants.
 - Cooperative work, effective Organization skills and Customer Service; collaborative teamwork, accurate work product, strong problem-solving skills, and effective critical thinking.
 - Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.
 - Ability to prioritize work effectively, multi-task, adjust to meet multiple demands; follow up with tasks through completion; ensure deadlines are met.
 - Show ability to have flexibility, maturity of judgment, and ability to work collegially.
 - Ability to exercise discretion, confidentiality, apply good judgment in making decisions, work independently and take initiatives.
 - Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
 - Adherence to technological security in accordance with Agency policy and legal requirements.
- **Travel:** This position requires 25% of travel. Will travel to various Early Care and Learning locations including Palmdale and Lancaster, CCRC events and conferences throughout the state. Some overnight travel may be required. Staff members driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and DMV clearance required.
- **Work Schedule:** Full time, 40 hours per week, 8:00 am-4:30 pm, Monday through Friday. May require working a non-traditional work schedule including early mornings, late evenings and weekends.
- **Work environment:** This is a hybrid work environment and will consist of working remotely and/or at an Early Care and Learning center. Fast-paced work environment.
- **Background & Health Clearance Requirements: Early Care and Learning / CCP**
 - **Background & Health Clearance Requirements:** Background requirements determined according to the requirements of the program(s) which the position will be supporting.

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- Background check required. As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
- **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Early Care and Learning Program Performance Standards 1302.90).
- **Health Clearance:** For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with “at risk” populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Early Care and Learning Program Performance Standards 1302.93)
- **MVR / DMV clearance** in accordance with CCRC’s liability insurance provisions: For positions where driving is required.
- **Child Development Permit:** For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
- **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
- **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Early Care and Learning Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)

Preferred

All minimum requirements above met, plus:

- **Education:** Master’s degree in a Public Health related field such as health education, population health, child nutrition and/or health administration.
- **Experience:** 3 years of experience in public health related field and/or preschool related program.
- **Professional/Technical Certifications:** Currently possesses certifications or has the ability to obtain or qualify for job related certifications including, but not limited to Certified Health Education Specialist (CHES).
- **Technical Requirements** – In addition to above (list specifics):
 - Intermediate proficiency level using Microsoft programs such as Outlook, Word, Excel, and PowerPoint.
 - Intermediate experience performing data entry and using related technology platforms such as ChildPlus.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling: Moving about on hands and knees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Physical Activity

Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Crouching: Bending the body downward and forward by bending the leg and spine.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving: A car, truck, forklift or other types of moving equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping: Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting up to 30lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 30lb – 50lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 50lb+ objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching: Extending hand or hands and extending arm or arms in any direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting: Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing: Standing or staying on feet for sustained periods of time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting: Turning from right to left at the waist.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking: Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a

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part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

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