

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Smart Start Child Care Health Consultant
Department: Health
Revised : August 2022

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Smart Start Child Care Health Consultant classification.

GENERAL DESCRIPTION

The Smart Start Child Care Health Consultant position is funded by Smart Start Rowan. This position is the resource for child care centers to assess, plan, implement, and evaluate strategies to achieve high quality, safe, and healthy child care environments. The position is a community-based position that works with early care and education (child care) administrators, operators, and early educators to ensure healthy and safe environments for children in child care. Smart Start CCHCs offer training and technical assistance through consultation and coaching.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Works with child care programs to assess, plan, implement and evaluate strategies to achieve high quality, safe child care environments, guide them to achieve practice standards by providing targeted and comprehensive consultation; training, development of health and safety policies, and other health and safety documentation as needed by the facility.

Provides health and safety training to improve health knowledge and skill development of facility staff including, but not limited to: ITS-SIDS, Emergency Preparedness and response, Medication Administration, and help facilities develop/review policies and procedures.

Establishes and maintains on-going working relationships with other professionals offering technical assistance to early child care and education settings. Work closely with the local county health department, Smart Start Rowan, state child care licensing consultants, and other local individuals or organizations serving children.

Responsible for data collection and record keeping; use of the NC Health and Safety Assessment data reporting tool. Responsible for completing monthly and quarterly Smart Start reports.

Engages in professional development to remain current in child health and child care health consultant responsibilities and actively participate in regional CCHC meetings and the NC CCHC Associate Conference.

Maintains a variety of records; prepares a variety of reports.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

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Thorough knowledge of current social, cultural, economic, and educational problems relating to public health.

Thorough knowledge of available resources and organizations, and the ability to coordinate these as needed.

Ability to secure the cooperation of program administrators, to illicit needed information, and to establish and maintain effective working relationships with child care center families, and representatives of resources agencies.

Ability to deal tactfully with others and to exercise good judgment in appraising situations and making decisions.

Ability to communicate effectively, both orally and in writing, and to stimulate interest and cooperation among various groups.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

EXPOSURE CONTROL

Work is likely to cause direct contact with blood or other body fluids to which universal precautions apply. Personal protective equipment is available and should be worn.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree in Nursing or Public Health or related degree and two years of related public health experience. Preferred license to practice as a Registered Nurse by the North Carolina Board of Nursing and/or Certified Health Education Specialist. A valid driver's license may be required dependent upon the specific job responsibilities of the position.

**This job description does not create an employment contract,
implied or otherwise.**