

SANTA CLARA COUNTY OFFICE OF EDUCATION  
Personnel Commission

CLASS TITLE: MATERNAL CHILD HEALTH SPECIALIST

BASIC FUNCTION:

Participates in the Head Start Health Services Advisory Committee, and other outside committees that address the health needs of infants and toddlers; participates in case conferencing meetings to discuss issues and concerns related to EHS children and families; participates in EHS staff, partner, and provider meetings, and planning sessions to assist in the coordination of health, nutrition, mental health, and dental services; attends all other required meetings, and pre-service and in-service training as required.

Provides input in the development and updating of the health services program plans and related policies and procedures in accordance with federal and state regulations.

Collects and enters relevant health data into electronic systems; maintains soft and hard copies in an organized record-keeping system; manages and maintains confidential files; documents all contacts with partners, providers, and families; ensures records are current and accurate.

Schedules and participates in evening and weekend parent contacts, meetings, and workshops to accommodate parent work schedules.

Assists in community outreach events and attends community meetings as assigned, including marketing the program within the community; participates and assists in all scheduled staff, provider and parent meetings, workshops, and trainings.

Travels to various sites to fulfill job duties; operates a vehicle to conduct work.

Prepares weekly and monthly activity reports as directed by the supervisor.

**OTHER DUTIES:**

Performs other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Head Start and Early Head Start policies, procedures, regulations, and performance standards.

Applicable mandated timelines.

Child care licensing requirements regarding immunizations, physical exams, and disabilities.

Maintain current and accurate records.  
 Complete required documentation to ensure program compliance with federal and state mandates.  
 Coordinate and conduct parent meetings and trainings.  
 Work independently with minimal direction.  
 Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

\_\_\_\_\_ public health, health education, health administration, nursing or a related field and two years of experience coordinating health services. Experience serving families with infants, toddlers, or preschoolers is preferred.

LICENSES AND OTHER REQUIREMENTS:

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May require:  
 Fluency in English and a second language (Spanish or Vietnamese) as specified by the SCCOE.

WORKING CONDITIONS:


ENVIRONMENT:

Duties are performed in an office environment, outdoors in the community, in the homes of families served, and in child care provider sites.  
 Evenings and weekends.  
 Must be able to a drive personal vehicle to perform the job duties.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.  
 Dexterity of hands and fingers to operate a computer keyboard.  
 Seeing to read a variety of materials.  
 Sitting for extended periods of time.

Approved by Personnel Commission: September 11, 2019



Jonathan Muñoz  
 Director - HR/Classified Personnel Services

Date: 09/11/2019