



## **Babies Step Forward Network Quality Specialist Nurse**

### **Summary**

Be a part of an exciting project to improve program quality and bring Early Head Start performance standards to a select group of family child care providers in Westchester County. In this position, the primary responsibilities will be to provide a range of technical assistance, training, and support services to family provider programs in the Babies Step Forward Family Provider Network to improve program quality and meet Early Head Start performance standards. You will also be responsible for assisting parents in understanding and providing for their children's health needs.

### **Main Responsibilities**

- Assess the health history and status of children enrolled in the Babies Step Forward (BSF) Network.
- Perform screenings including auditory, vision, lead, dental, nutritional, height/weight.
- Assist providers in the development and implementation of their health care plans including special needs plans for individual children.
- Promote Medication Administration Training and support providers in meeting all requirements of MAT-approved child care programs.
- Arrange for appropriate training including First Aid, CPR, Sudden Infant Death Syndrome, asthma, allergies.
- Train and support providers in infection control practices.
- Conduct periodic health and safety checks and ensure prompt follow-up with any deficiencies or weaknesses.
- Evaluate and assess illness and injury incidents and arrange for appropriate disposition.
- Train and assist the providers in all health-related recordkeeping and documentation.
- Maintain master health tracking record as well as individual charts/folders.
- Report children with health concerns that require monitoring to Westcop's Central Health Coordinator.
- Help maintain appropriate health supplies.
- Refer parents as needed for health insurance and other community resources.
- Communicate with parents on health topics and specific health issues as they arise.
- Identify the need for parent education on health topics and deliver or arrange for that education.
- Work as a team with the BSF Quality Specialist/Family Provider Project Coordinator and Family Engagement Workers at the Council as well as other BSF Program staff at Westcop and community partners such as the Westchester County Early Intervention Program.
- Remind staff of need for bi-annual physical exams and maintain exam reports in personnel files.



- Maintain comprehensive, accurate and timely records of activities and provide all necessary reports as needed.
- Participate actively in all BSF training, team meetings and Stakeholder meetings.

### **Job Requirements**

- Registered Nurse
- Minimum 3 years' experience working with young children and families of which 2 should be in a community setting
- 2 years' experience in training
- Excellent organizational, interpersonal and writing skills
- A car and valid driver's license with a minimum \$100,000/\$300,000 car insurance are required
- Representative of the linguistic, racial and ethnic populations in the service delivery area
- Experience working with multi ethnic populations
- Bilingual speaker desirable

Flexible day time hours. Will consider part time or full time, 20-35 hour a week.

**Reports to: Babies Step Forward Quality Specialist/Family Provider  
Network Coordinator**

**Contact: Laura Cleare at [laurac@cccwny.org](mailto:laurac@cccwny.org) or 914.761.3456 x169.**

**Disclaimer Clause:**

Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position.