



Consultant Opportunity

Posted Date: June 26, 2024

Deadline Date: July 10, 2024, or Open until Filled

Position Title: Registered Nurse (RN) Consultant
Reports to: Health and Nutrition Coordinator
Department: Health
Employment Status: Consultant (Part-time) (Average hours 350-400 per program year)
Compensation Range: Negotiable (\$55-\$80 Hourly) Compensation is dependent on Head Start/Early Head Start Experience

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.

Main Office: 3450 East Sierra Madre Boulevard Pasadena, California 91107

- Boyle Heights, Echo Park, Hollywood, and Lincoln Heights

Review our website: www.foundationheadstart.org for specific site locations

Summary of Duties

Under the supervision of the Health/Nutrition Coordinator and/or Assistant Director, the RN Consultant will be responsible for the following assignments:

- Ability to complete tasks in a timely manner as required for Head Start/Early Head Start, State Preschool and Licensing
- Assist with clearing children to return to the classroom based on symptoms and/or doctor's notes
- Consult with parents/guardians on medical concerns, health conditions, allergies, medications and any health referrals
- Complete TB assessments as needed for children
- Follow-up with parents and health care providers regarding an individualized health plan for continuing health care as necessary
- Process and create care plans for children requiring medication or special orders per doctor's specifications.
- Provide health related education to staff and parents as needed
- Provide trainings including, but not limited to medication administration, health and safety procedures, blood borne pathogens and communicable diseases...
- Review health records and make determination of children's health status within the required timeline
- Work with Public Health as needed when outbreaks are occurring.
- Assist with RN interns as needed
- Work closely with Health /Nutrition Coordinator and Registered Dietician.
- Additional duties as assigned by the Health/Nutrition Coordinator and/or Assistant Director

QUALIFICATIONS, EXPERIENCE, & SKILLS

- **Education:** Bachelor's degree in health, (e.g., public health, nursing, health education, health administration, pediatrics, or maternal and child health) or related field, from an institution of higher learning accredited by a regional accreditation association recognized by the Council for Higher Education Accreditation.
- **Experience:** Three years' experience in management or direct services working in a school setting or related experience with children ages 0-5 years old. *Providing services for children and families in low-income communities is a plus.*

Knowledge & Skills:

- Ability to clearly communicate in a timely manner and prioritize workload
- Bilingual: English and Spanish is required
- Expert computer skills with experience working on data base system, for tracking and record keeping, preferably ChildPlus
- Knowledge of Health and safety-related mandates in the Head Start Act and Performance Standards
- Knowledge of California Health and Disabilities Program (CHDP) Periodicity Schedule for Health Assessment Requirements by Age Groups.



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- Knowledge of Recommended and required immunizations for children.
- Knowledge of mandated and recommended child care health and safety standards (e.g., CCLD regulations, Caring for Our Children (CFOC) 4th Edition)
- Preferred expertise in pediatrics and child health services
- Strong experience training staff and families within the scope of Health

Valid Certification/Liability Insurance Required

- Registered Nurse License
- Proof of Liability Insurance:

SPECIAL REQUIREMENTS

Prior to hire, the following must be assured:

Eligibility to Work: All potential consultants will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 Form.

Medical Examination: Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray. Proof of the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), Measles (MMR).

Fingerprint Clearances: All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), Federal Bureau of Investigation (FBI), and Child Abuse Index (CACI), prior to starting work.

Other Special Requirements:

- Proof of Liability Insurance: \$1,000,000 per event.
Professional malpractice, bodily injury, property damage, and comprehensive liability insurance to cover all liability, loss and/or damages arising out of, relating to or resulting from the performance of the services contracted for.
- Proof of Active Registered Nurse License
- Proof of Degree/Transcripts

Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be by a consultant to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to reach with hands and arms and stoop, kneel, crouch or crawl. The consultant is occasionally required to stand and walk and must be able to lift and/or move up to 25 pounds.

Ability to meet physical requirements of the position per attached Physical Demand Analysis, with or without reasonable accommodation.

APPLICATION PROCEDURES

Applicants must complete Foundation for Early Childhood Education online application. Resumes are not accepted in lieu of application materials.

Please use the link below to complete the application and submit the required documentation as specified in the Consultant Opportunity Posting.

External Applicant Link:

<https://recruiting.paylocity.com/recruiting/jobs/All/17eff847-f426-4170-8652-62276b005ec3/Foundation-for-Early-Childhood-Education>

Important Note: All required documents must be submitted through the Paylocity feature, by the due date listed in this Consultant Opportunity posting.

Foundation for Early Childhood Education, Inc.

EARLY HEAD START/ HEAD START / STATE PRE-SCHOOL

Excellence in Early Childhood Education and Human Services

3450 East Sierra Madre Boulevard * Pasadena, CA 91107 * Tel: (626) 572-5107



PROGRAM SUMMARY

Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start/Early Head Start Delegate Agency and State Preschool Grantee. As a nonprofit organization, we have supported young children and their families for over 50 years with Early Childhood and family services. Foundation for ECE, Inc. currently operates nineteen preschool sites in Los Angeles County located in: Boyle Heights, Echo Park, and Hollywood. Our Agency is expanding in the program year 23-24 to the following service area: Lincoln Heights. Foundation for ECE, Inc. also collaborates with HACLA and LA City. The program fosters Family Engagement in all the areas of a child’s development and provides comprehensive resources to low-income families in the areas of health, nutrition, and community resources. Foundation is a comprehensive early childhood education program with a focus on child development that includes a child’s cognitive, physical, social emotional growth, and development.