Organization: **Youth & Family Services (YFS)**
Department: **Child Development Center (CDC)**

Position: **Health Assistant**
Status: **Full-Time**
Reports to: **Child Development Center Director**
Location: **Rapid City, SD**

Work Schedule:
Work Days: **Monday through Friday**
Hours/Week: **40**

*****1500 Sign on Incentive with current Med Certification*****

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees in a full-time status are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: Certified Nurse Assistant certificate preferred. Minimum Qualifications Transport children as assigned and be willing to submit to random drug and alcohol testing in accordance with performance standards and the Substance Abuse/Misuse Policy for Safety Sensitive Positions & Employees Driving Children. Must meet Head Start Program Performance Standards. High School diploma or GED required. Ability to communicate and cooperate with children, other staff, and parents effectively and tactfully. Punctuality, dependability and flexibility. Bona fide occupational requirement: Tobacco non-user (This does not refer to use in prayer, as in American Indian ceremonies and offerings.) Experience working with children. Able to work effectively with parents and children from diverse and low-income backgrounds, community members, leaders, and a variety of cultural groups. Valid driver's license and maintain current auto liability insurance. Maintain current credentials and certifications.

Essential Functions:

- Comply and implement all applicable local, state, and federal regulations, including but not limited to Head Start and Licensing Standards and follow CDC procedures/guidelines.
- Maintain a working relationship with other classroom and/or support staff and with the public.
- Assist nurse in all assigned aspects of the health component.
- Establish and maintain a positive and trusting relationship with children and their families.
- Maintain accurate records for each child, data entry, and completion of appropriate documents and referrals as needed in a timely manner.
- Assist in completion of the Program Information Report (PIR).
- Maintain fully stocked health supplies in the classroom and for Home Visitors.
- Maintain confidentiality as it relates to information about children, families, and other staff members.
- Assist in all assigned grant activities including, but not limited to, in-kind and United Way.
- Assist with home visits or conferences and staffings throughout the year when appropriate.
- Assist in securing the non-federal match as required.
- Assist in classrooms when appropriate.
- Teach CPR/First Aid classes to Head Start staff.

Additional Functions: Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise. Assist in recruitment of children, families, and volunteers for program services. Follow all requirements mandated by Department of Social Services, Fire Marshall, Department of Transportation, and Health Department. Follow all requirements mandated by Head Start/Early Head Start if applicable. Support all program activities and services of YFS, including Kids Fair, Parent Association and Policy Council, evening

child care, and other event nights. Attend and participate in staff meetings and trainings as requested by supervisor. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Perform additional duties as assigned by supervisor. Attend staff meetings and complete additional duties as directed by supervisor and/or Program Director.

Environmental Functions: Ability to lift up to 50 lbs. Flexible work schedule.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: http://www.youthandfamilyservices.org/careers/. Please note that resume only will not be accepted.

How to Submit Application:
By email: yfshr@youthandfamilyservices.org
In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702
Other location: One Stop Career Center

Any questions? Call our HR Team at 605-342-4195!