



Crystal Stairs, Inc.

Improving the Lives of Families through *Child Care Services, Research, and Advocacy*

Crystal Stairs is committed to building and sustaining a diverse, fully vaccinated workforce and culture. As part of this commitment, Crystal Stairs does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of activities or operations.

Head Start - Health Assistant

\$16.62-22.43/hour

What We're Looking For:

We are looking for a Health Assistant to join our Head Start Program, under the direction of the Health Services Coordinator, the Health Assistant ensures that health and nutrition services are provided in accordance with State and Federal guidelines; ensures that health screenings and assessments are implemented for Head Start children. Responsible for informing families of failed health screenings.

EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES YOU SHOULD POSSESS:

- High School Diploma or GED
- Medical Assistant, Certified Nurse Assistant - Preferred.
- Six months to one year of experience in data entry, detailed record keeping and excellent communication, computer/database & keyboarding skills.

Special Requirements

1. Must have reliable transportation and possess a valid California Driver License in good standing with DMV required; current liability insurance
2. Must meet State health requirements to include passing a physical examination as a condition of employment, must provide verification of COVID vaccine and TB clearance.
3. Mandatory CPR and Basic First Aid certificate, which employee is responsible to maintain for the duration of their employment with Head Start

Total Package of Benefits

- Medical/ Dental/ Vision - 95% Agency paid for 2023!
- Employee Assistance Program
- Voluntary Life and AD&D for Employee, Spouse and Children
- 401k Matching Options

- Flex Spending (Health Care and Dependent Care)
- Mutual of Omaha (STD, Accident, & Critical Illness)
- Generous Sick and Vacation Time
- Paid Holidays + Paid Winter Break from 12/24 - 1/1 (for select positions)
- Opportunity for Growth and Development
- Robust Learning Management System offering the following continuing education units: PDC, HRCI, CEU, CPE, PDU, SHRM

Crystal Stairs, Inc. is committed to building and sustaining a fully vaccinated, diverse workforce and culture. As part of this commitment, Crystal Stairs, Inc. provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, sex, national origin, age, marital status, sexual orientation, gender, ethnic group identification, mental or physical disability, pregnancy, childbirth and related medical conditions, or any other legally protected status.

Additional Requirements: Must be fully vaccinated and remain fully vaccinated against COVID-19. Per the CDC, fully vaccinated means at least 2 weeks after (1) a second dose in a 2-dose series, or (2) a single-dose vaccine, and this status and definition applies to COVID-19 vaccines currently authorized for emergency use or approved by the U.S. Food and Drug Administration.