**EXTERNAL POSTING:**
Health & Safety Assistant

**JOB SUMMARY:** Assist the KCA Health, Safety, & Nutrition Manager with the Head Start & Early Head Start Health, Safety & Nutrition component areas of programming. Help ensure Head Start Performance Standards and MN Rule #3 licensing guidelines are met in the safety, health, dental, and nutrition areas of programming.

**EDUCATION/EXPERIENCE REQUIREMENTS:** LPN license, or equivalency in nursing. Additional training and/or experience related to social service, human service, or family service preferred. Certification (or willingness to obtain) in First Aid, CPR and expand technology skill level.

**OPENING DATE:** Tuesday, March 7, 2017

**RATE OF PAY:** Entry wage of $15.10 per hour.

**HOURS:** 20 hours/week for 9 months/year following school calendar. Position will have scheduled hours during summer of 2017 to allow for training prior to start of 2017-2018 school year.

**BENEFITS:** Holiday Pay, 401(k) deferral and employer contribution (after meeting requirements), and an Employee Assistance Program.

**LOCATION:** Grand Rapids, MN

**APPLYING:** A completed application is required to be considered for the position. Applications, job descriptions, and more information can be obtained at the Grand Rapids Workforce Center, the KCA main office, or at www.kootasca.org under “About Us” and “Employment Opportunities”.

**CLOSING DATE:** This position will remain open until filled. Applications will begin being reviewed on Monday, March 20, 2017.

**CONTACT INFO:** Marta Carrigan, Human Resources Coordinator. Phone: 218-999-0807 Fax: 218-999-0841 E-mail: martac@kootasca.org Mailing: 201 NW 4th St. Suite 130. Grand Rapids, MN 55744

KOOTASCA Community Action, Inc. is an Equal Opportunity and Affirmative Action Employer. Applicants will receive consideration without regard to disability or protected Veterans status.

Upon request, all forms will be made available in alternative formats per requirements of ADA.
JOB TITLE: Health & Safety Assistant

INCUMBENT NAME: [Redacted]  PROGRAM: HEAD START

SALARY GRADE: 6  LOCATION: CSQ Mall Offices

REPORTS TO: Asst. Director of Education/Health, Safety, & Nutrition Mgr  FLSA DESIGNATION: Non-exempt

COMPENSATION: Hourly at 20 hrs/week  WORK WEEK: Sunday through Saturday

APPROVED: HUMAN RESOURCES COORDINATOR  SUPERVISOR  INCUMBENT  DATE

JOB SUMMARY: Assist the KCA Health, Safety, & Nutrition Manager with the Head Start & Early Head Start Health, Safety & Nutrition component areas of programming. Help ensure Head Start Performance Standards and MN Rule #3 licensing guidelines are met in the safety, health, dental, and nutrition areas of programming.

ESSENTIAL FUNCTIONS:
Work with program staff to link families with an ongoing system of health care, council parents about child or family health problems, and promote parent involvement in all aspects of the health program.

Assist the Health, Safety, & Nutrition Manager to ensure all Early Head Start and Head Start children are up to date on immunizations, well child exams, and dental exams per MN Department of Health guidelines and Head Start performance standards.

Review and track health records and other vital health service data.

Responsible for gathering, tracking, and submitting MN Immunization Report annually.

Attend and assist with Health Services Advisory Committee.

Ensure Facility Safety checks are conducted and documented twice yearly.

Promote health & safety practices in the program and coordinate safety and sanitation procedures, first aid, and emergency medical procedures.

Collect and track nutrition assessment data, assist in providing nutrition counseling for families, and promote good nutrition habits among children and families.

Assist staff in dealing with children with feeding problems or special nutritional needs.

Assist with reviewing menus to ensure all CACFP requirements and food components are met.

Follow and assist with development of policies and procedures for health, safety, and nutrition components of EHS and HS programs.

Provide training and guidance to all HS & EHS staff as needed.

Work with the Health, Safety, & Nutrition Manager, IT department, and Childs Plus team to utilize tools to track all required information as well as each family's progress throughout their time in the program.
ESSENTIAL FUNCTIONS continued:
Ensure component area performance standards are met and documented.

Assist Health Manager in ensuring that all HS, EHS, and blended classrooms comply with Rule # 3 MN licensing standards within component area.

Operate within budget parameters.

Assist in program planning and ongoing monitoring of the HS and EHS program.

Work as part of a team to promote the program within the community with integrity and concern for low-income families.

Work with the Head Start leadership team to identify community organizations and businesses that may provide support and resources to the Head Start program, families and children.

Work with the Invest Early Leadership team as needed, representing Head Start in a positive manner and ensuring HS performance standards are met within blended classrooms.

Work with Invest Early Partners (nurses) to provide annual required health and safety trainings for staff.

Perform monitoring site visits for the CACFP and report findings to the Health, Safety, & Nutrition Manager and Department Director.

Assist Health, Safety, & Nutrition Manager in providing health trainings to EHS/TAPP parents.

Assist Health, Safety, & Nutrition Manager with playground safety, including collecting bids for new equipment or replacing old equipment of ground cover.

Report to MN Department of Health on contagious diseases contracted by children in the HS and EHS programs.

Communicate the needs of HS children to area clinics and healthcare providers.

Assist with ordering and supplying all health and safety items for classrooms.

Perform vision and hearing screening on all children, collect heights and weights twice yearly, and report information to Health, Safety, & Nutrition Manager.

Travel for home visits, site visits, and transportation of staff for overnight trainings.

Maintain positive work atmosphere by modeling and communicating in a manner that fosters good relations with clients, customers, co-workers and supervisors.

Treat clients, co-workers and the public in a respectful and courteous manner at all times.

Maintain confidentiality of agency issues.

This job description is not intended to be all-inclusive and employee will perform other reasonably related business duties as assigned.
EDUCATION/EXPERIENCE REQUIRED:
LPN license, or equivalency in nursing. Additional training and/or experience related to social service, human service, or family service preferred.

Certification (or willingness to obtain) in First Aid, CPR and expand technology skill level.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER:
Ability to successfully and satisfactorily pass a background study process prior to hire, which includes:

- State and Federal Sex Offender Registry
- Child Abuse and Neglect State Registry
- State or Tribal Criminal History Records, including Fingerprints
- Federal Bureau of Investigation Criminal History Records, including fingerprint

Excellent oral and written communication skills.


Ability to work independently, use own judgment to organize and develop systems for accuracy, meet deadlines, and maintain confidentiality.

Ability to work effectively with community providers while serving as an advocate for families experiencing poverty.

Ability to travel as position requires.

Must be able to handle diverse work problems on a daily basis. Requires the ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful.

Must be accessible by telephone.

Requires sitting, standing, bending, stooping and reaching with sufficient manual dexterity to operate standard office machines such as computers, fax machines, calculators, copy machines, telephone and other office equipment.

A physical exam is required within six months of employment and every three years thereafter.

A required TB risk assessment must be completed upon hire. If a TB risk factor is present, a Mantoux test is required. Failure to follow up with additional testing will result in termination of employment. The TB risk assessment must be completed every three years.

Must have auto insurance coverage that meets the minimum requirements of Minnesota State Law on any vehicle used for work.

Created: 03/03/2017
**APPLICATION FOR EMPLOYMENT**

**KOOTASCA Community Action, Inc.**

201 NW 4th St, Suite 130  
Grand Rapids, MN 55744  
2232 2nd Ave. East  
Int’l. Falls, MN 56649

We consider applicants for all positions without regard to age, race, color or creed, religion, gender/sex, sexual orientation, national origin, marital status, familial status, family caregiver status, amnesty, disability, status with regard to public assistance or any other legally protected status. KOOTASCA Community Action, Inc. is an Equal Opportunity / Affirmative Action Employer. Upon request, this form will be made available in alternative formats per requirements of ADA.

(Please type or print using blue or black pen)

<table>
<thead>
<tr>
<th>Position Applied For (Use exact title in Job Announcement)</th>
<th>Date of Application</th>
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1. Are you currently employed with KOOTASCA or have you been employed with us before?  
   □ YES  □ NO  If yes, give dates: from ________________ to ________________.

2. Are you related to any current KOOTASCA employee?  
   □ YES   □ NO  
   This question is asked solely for the purpose of Policy #23- Employment of Relatives which prohibits family members from supervising family members. If hired, other supervisory arrangements would be made.  
   If yes, please list name and program worked in: ____________________________

3. Are you currently employed?  □ Yes  □ No  
   If yes, may we contact your current employer?  □ Yes  □ No

4. May we contact your previous employers(s)?  □ Yes  □ No

5. On what date would you be available for work?  ______________________

6. Please select your work availability:  □ Full Time  □ Part-Time  □ Temporary

7. Are you currently on “lay-off” status and subject to recall?  □ Yes  □ No

8. Having read the position’s job description, can you perform the essential functions of the job with or without reasonable accommodation?  □ Yes  □ No

9. Can you travel if a job requires it?  □ Yes  □ No

10. Do you possess a valid Minnesota Driver’s license?  □ Yes  □ No

11. A criminal background study is required as a condition of employment once a job offer is made. Are you willing to complete a criminal background study?  □ Yes  □ No

KOOTASCA is an Equal Opportunity and Affirmative Action Employer. All applicants will receive consideration without regard to disability or protected veterans status.
EDUCATION

<table>
<thead>
<tr>
<th>College, University, and/or Professional School</th>
<th>Number of Credits</th>
<th>Grad. Date</th>
<th>Degrees Obtained (Ex: AA/BS/BA/MA)</th>
<th>Degree Major/Minor</th>
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<td>Please list all undergraduate and graduate work. Please provide transcripts.</td>
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<tr>
<th>Business, Correspondence, Technical, or Vocational School</th>
<th>Number of Credits</th>
<th>Grad. Date</th>
<th>Degrees or Certificates Obtained</th>
<th>Course of Study</th>
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<th>High School</th>
<th>Number of Credits</th>
<th>Grad. Date</th>
<th>Degrees or Certificates Obtained</th>
<th>Course of Study</th>
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<td>Circle Grades Completed</td>
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<td>Describe any specialized training, apprenticeship, skills and extra-curricular activities</td>
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<td>Describe any honors you have received</td>
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<td>State any additional information you feel may be helpful to us in considering your application. (Ex: Volunteering and unpaid work experience – List hrs/month and contact person)</td>
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List professional, trade, business or civic activities and offices held. **You may exclude memberships which would reveal age, race, color or creed, religion, sex, sexual orientation, national origin, marital status, disability, status with regard to public assistance or any other legally protected status.**

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<tr>
<th>PROFESSIONAL REFERENCES:</th>
<th>List name and telephone number of three work-related references:</th>
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EMPLOYMENT EXPERIENCE
Start with your present or most recent job. Include any job-related military service assignments. You may exclude organizations that indicate age, race, color or creed, religion, sex, sexual orientation, national origin, marital status, disability, status with regard to public assistance or any other legally protected status.

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<th>Employer:</th>
<th>Address:</th>
<th>Work Performed</th>
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<td>Supervisor:</td>
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<td>Dates Employed:</td>
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If you need additional space, please continue on a separate sheet of paper.

SPECIAL SKILLS AND QUALIFICATIONS
Please indicate the number of people you have had experience supervising: □ 1-5 workers □ 6-10 workers □ over 10 workers

Summarize special job-related skills and qualifications acquired from employment or other experience:

_________________________________________________________________________________
_________________________________________________________________________________
APPLICANT’S STATEMENT

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to KOOTASCA Community Action, Inc. I release KOOTASCA Community Action, Inc., any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

This application for employment shall be considered for the current posting. Any applicant wishing consideration for employment for other positions should fill out an application for each position.

I understand and agree that nothing contained in this application or conveyed during any interview, is intended to create an employment contract. I understand and agree if hired that employment at KOOTASCA Community Action, Inc. is on an “At-Will” basis and is for no definite period of time and I or the employer may terminate the employment relationship at any time with or without cause.

I understand that if offered a position with KOOTASCA Community Action Inc., I will be required to submit to a background check as a condition of employment. I understand any job offer will not be final until receipt of the results of the criminal background check from the BCA and the results are acceptable to KOOTASCA Community Action, Inc. A refusal to cooperate with, any attempt to affect the results of, or unacceptable results of the post-job offer check will result in withdrawal of any employment offer or termination of employment if already employed.

In the event of employment, I understand that false or misleading statements, omissions or misrepresentation on my application or interview(s) is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the employer. I understand also, that I am required to abide by all work rules, policies and procedures of the employer. KOOTASCA Community Action, Inc. retains the right to revise our policies or procedures, in whole or in part, at any time.

____________________________________  ____________________
Signature of Applicant  Date

IF NOT SIGNED BY APPLICANT, THIS APPLICATION WILL BE DISQUALIFIED

FOR AGENCY USE ONLY

Arrange Interview ____________ Yes ______________ No

Remarks: ___________________________________________________________________________

Interviewer: __________________________________________ Date: __________________________

Employed ____________ Yes ______________ No

Job Title: _________________________ Hourly Rate: ___________ Dept: ______________________

By: ______________________________________________________ ________________
Name and Title  Date

NOTES:

_________________________________________________________________________________

_________________________________________________________________________________
KOOTASCA Community Action, Inc. is an Equal Opportunity / Affirmative Action Employer. As an employer/government contractor, we must comply with government regulations and affirmative action responsibilities and record certain information to be made a part of our Affirmative Action Program.

Applicants for employment or advancement are invited to participate in the Affirmative Action Program by reporting race or ethnic identity. In extending this invitation you are also advised that: (a) applicants are under no obligation to respond, but may do so in the future if they choose; (b) responses will be separated from your application and will remain confidential within the Human Resources Department; and (c) responses will only be used for necessary information to include in our Affirmative Action Program. We consider applicants for all positions without regard to age, race, color or creed, religion, sex, sexual orientation, national origin, marital status, disability, veterans status, status with regard to public assistance or any other legally protected status. Providing this information is voluntary and refusal to provide information will not have a negative effect on your status as an applicant. This form will be separated from the application upon receipt of KOOTASCA and will not part of any employment decisions. If you have a disability and need an accommodation so that you can perform the duties of the job for which you are applying, please notify our Human Resources Dept. in some other manner.

To assist KOOTASCA Community Action, Inc. with government record keeping, reporting and other legal requirements please fill out the Affirmative Action Survey.

**NAME:**

Last First M

**City and County of Residence:**

**Phone:**

**Position(s) Applied For:**

**Referral Source:**

Newspaper Ad KCA Website Job Service

Current Employee Online Other: __________________________

**AFFIRMATIVE ACTION & EQUAL OPPORTUNITY EMPLOYMENT SURVEY**

Please note that the definitions for all selections are available on the reverse side of this form for your use.

**Gender:**

- [ ] Male
- [ ] Female

**Veteran Status:**

- [ ] Veteran
- [ ] Not a Veteran

**Disability Status:**

- [ ] Yes, I have a Disability
- [ ] No, I don’t have a disability
- [ ] I don’t wish to answer

**Race/Ethnicity:**

- [ ] American Indian or Alaskan Native
- [ ] Asian
- [ ] Black or African American (Not Hispanic or Latino)
- [ ] Native Hawaiian or Other Pacific Islander
- [ ] White (Not Hispanic or Latino)
- [ ] Hispanic or Latino
- [ ] Two or More Races (Not Hispanic or Latino)
- [ ] Race missing or unknown
- [ ] I do not wish to self-Identify

**Signature:**

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AFFIRMATIVE ACTION SURVEY DEFINITIONS

Veteran Status - For the purposes of this survey, a veteran is an individual who meets at least one of the following criteria:

1. Vietnam Era Veteran: a person who served on active duty in the US military, ground, naval or air service for a period of more than 180 days and who was discharged or released with other than a dishonorable discharge, if any part of such active duty was performed:
   a) in the Republic of Vietnam between 2/28/61 and 5/7/75, or
   b) between 8/5/64 and 5/7/75, in all other cases or
   c) was discharged or released from active duty in the US military, ground naval or air service for a service-connected disability if any part of such active duty was performed in the a) Republic of Vietnam between 2/28/61 and 5/7/75 or b) between 8/5/64 and 5/7/75 in any other location.
2. Other Protected Veteran: veterans who served on active duty in the US military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.
3. Newly Separated Veteran: means any veteran who served on active duty in the US military, ground naval or air service during the one-year period beginning on the date of such veteran’s discharge or release from active duty.
4. Special Disabled Veteran: a) veteran of the US military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability (1) rated at 30% or more or, (2) rated at 10 or 20% in the case of a veteran who has been determined under Section 38 &U.S.C. 3106 to have a serious employment handicap or (3) a person who was discharged or released from active duty because of a service-connected disability.

Disability - Persons are considered to have a disability if they have a physical or mental impairment or medical condition that substantially limits a major life activity, or if they have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral Palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major Depression
- Multiple Sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive Compulsive Disorder (OCD)
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called Mental Retardation)

Race/Ethnic Groups:

1. American Indian or Alaskan Native – (Not Hispanic or Latino) A person having origins in any of the original peoples of North or South America (including Central America), and who maintain tribal affiliation or community attachment.
2. Asian – (Not Hispanic or Latino) A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. Black or African American – (Not Hispanic or Latino) A person having origins in any of the Black racial groups of Africa.
4. Native Hawaiian or Other Pacific Islander – (Not Hispanic or Latino) A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. White – (Not Hispanic or Latino) A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
6. Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.
7. Two or More Races – (Not Hispanic or Latino) All persons who identify with more than one of the above races.

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