



## Internal Job Announcement

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### Full Time - Health Aide for Home Based Program

Chicago, Illinois

#### **Position Summary:**

The Health Aides primary function is to assist Family Worker Coordinator and Home Based Director with health related duties.

#### **Responsibilities:**

- Handles the requirements for record keeping for all health folders at assigned sites.
- Maintain and update health schedules and records health information in individual student health records. Maintain and monitor health supplies, diabetes/ first Aid kits and related materials.
- Follow-up on health care referrals by health care providers and assist families in accessing needed services.
- Maintain site lists of significant health conditions and children receiving medication.
- Maintain and update centralized health records
- Download and update file health information from COPA
- Discreetly handles (while adhering to confidentiality standards regarding children's records) sensitive information pertaining to children and families.

#### **Mandatory Job Qualifications:**

- High School Diploma or equivalent
- CPR and First Aid
- Health and safety regulations
- Possess good communication skills
- Desire to continue career advancement

**Salary and Benefits:** Competitive and Comprehensive

**How to Apply:** Please forward resume and three references to Beth Rivera brivera@marycrane.org or Fax 773-242-2881.

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