

# Off-Campus Employment

*Job posted on 2014-08-12 by 00026579; posting expires on 2014-08-30*

**Employer:** NCWVCAA Head Start/Early Head Start

**Position:** Health Program Specialist

**Job Description:** Full Time,

Independent judgement to plan, train, evaluate, coordinate, organize, and prioritize; use creative and analytical methods to define and resolve unique problems in a variety of situation; ability to compile and analyze data and statistics to create program reports; advanced oral and written communication skills; self motivated with ability to work without direct supervision; accurate record keeping and reporting skills; computer efficiency in Microsoft Word, internet research, and email. work hours 8-4 Monday-Friday; evening/weekend hours, overnight travel as needed; valid drivers license; vehicle w/adequate insurance for on job use. Salary \$34,525-36,730/year.

**Qualifications:** NCWVCAA Head Start/Early Head Start Health Program Specialist- minimum of LPN certification and two years experience; associates science or bachelors of sciences degree in bursing or a BS degree in a health related field from accredited college/university; one year experience in a medical health environment. Possess a current license or certification as an LPN or Registered Nurse in the State of WV. Obtain/maintain CPR/First Aid Instructor's Certification.

**Perferred Major(s):** Undecided or None;

**Application Instructions:** For application [www.ncwvcaa.org](http://www.ncwvcaa.org) or 363-2170 x106 or 140 leave name, address, and phone number. Submit copy of resume and transcript w/application.

**Link:** [www.ncwvcaa.org](http://www.ncwvcaa.org)