

## Request for Qualifications

**Release Date:** May 6, 2022

**Number:** 05-06-22

**Service Needed:** Health Consultant, Registered Nurse

### About Neighborhood House

Neighborhood House (NH) serves Seattle King County's immigrants, refugees and low-income residents. Our mission is *to build community and increase access to housing, health, education, and economic opportunity*. We create opportunities for people who face cultural, language, and systemic barriers to live longer, happier, and healthier lives.

### Scope of Work:

The Health Consultant will work with the Child Development department ensure that Head Start and Early Head Start are providing high quality health services to children and families in both our Center Based (classroom) and Home Based (home visiting) program options. The Health Consultant will provide training to staff and families, conduct health and safety observations, participate in the development of individual health plans (ILP's) for children who need medication or special health practices in place while at school, attend consultation meetings (virtually or in person) with staff and families as needed, and provide ongoing feedback and support to the program around health issues.

The consultant will review any changes the program makes to health related policies and procedures and give feedback to ensure high quality practices are in place. The consultation may also provide parent education (one on one or in a group setting) on issues related to pregnancy, childbirth, breastfeeding, and other topics of interest for parents related to health. The Health Consultant will participate in the program's Health Services Advisory Committee, which supports best practice related to health services, policies, and procedures. This individual will also work to connect the program with relevant community resources for children and families.

Successful candidates for this position will possess strong communication skills and the ability to develop positive relationships with a diverse group of staff members and families. This individual will also be familiar with Head Start Performance Standards and Washington Administrative Codes (WACs) related to health and safety in Head Start and Early Head Start programs and in licensed childcare settings.

**Time Period:** We are currently seeking a Health Consultant to work with our program through December of 2022 with the possibility of contract renewal for 2023.

### Responsibilities:

- Provide staff training on topics such as: preventing communicable disease, cleaning and sanitizing, safe environments (classroom, playground, home), medication management, current local COVID-19 guidance, and safe sleep. Provide parent trainings on topics of interest, at times in the evenings. (Currently trainings are being offered virtually; this may shift to in-person in the coming months).
- Review relevant medical documentation for children with identified health concerns. Consult with program staff on supportive strategies to assist families in follow-up.
- Train staff on how to conduct hearing and vision screening using the OAE and SPOT tools. Assist with hearing and vision screenings when needed.
- Review updates to program policies and procedures related to health and safety.

- Conduct classroom observations and provide reports on environmental safety, hand washing, tooth brushing, and cleaning and sanitizing practices.
- Facilitate Individual Health Plan meetings.
- In partnership with home visitors, conduct prenatal and post partum home visits.
- Facilitate program access to the Child Profile immunization database.

**Minimum Qualifications:**

- Registered Nurse.
- Experience with state licensing requirements for childcare.
- Understanding of adult learning styles and experience providing training and education to adult learners from diverse backgrounds.
- Available for regular work with the program (approximately 6-12 hours/week).

**Desired Qualification:**

- Experience providing health consultation to a Head Start or ECEAP program.
- Experience working with immigrant and refugee communities including individuals who may at times have limited English skills.
- Understanding of diverse cultural attitudes, norms, and practices around health and safety.
- Public Health experience/knowledge.

**Evaluation Criteria**

Responses will be evaluated and the consultant selected based on the following criteria:

- Qualifications, knowledge, skills and experience in providing the requested services as exemplified by past projects.
- Understanding of best practices related to health and safety in a preschool setting and at home for families with infants and young children.
- Knowledge of health and safety regulations that apply to preschool and Early Head Start home visiting programs.

**Questions**

- Email Abdirashid Isaak at [abdirashidi@nhwa.org](mailto:abdirashidi@nhwa.org)

**To Apply**

Please submit statement of qualifications with the following information: Cover page including name, title, address, phone number, e-mail address, and website (if applicable).

- Range of services
- Resume with appropriate qualifications and experience
- Rates: Price per hour, plus any other expenses

The document, including the cover page, should not exceed 5 pages. Optional letters of support or client list may be attached as additional pages.

**Submission Close Date: May 24, 2022**

**Submissions to**

- Email or FAX submissions to: Anhthu Nguyen [anhthun@nhwa.org](mailto:anhthun@nhwa.org)