

TITLE OF POSITION:

Health Coordinator

A. EXPLANATION

This position works as a part of the content area management team of managers/specialists/coordinators to integrate Head Start services for children and families and is responsible for oversight of the early childhood health services to include medical, dental, nutrition and child safety.

B. GENERAL SUMMARY OF WHAT THE POSITION DOES

Health services and child safety are an integral part of the larger system of services provided by Head Start. They play an important part in supporting the goals of the program. This position is responsible for the facilitation of Health Services (medical, dental and nutrition) of the Head Start program. The position is responsible for collaborating on the development and implementation of the program, tracking and record keeping, community relations and outreach. The position does not involve provision of direct services in the health area even if the individual is licensed as such (e.g. RN). This position provides content area training and technical supervision to other agency staff.

C. DUTIES AND RESPONSIBILITIES OF THE POSITION

Duties of the position are described in major functional areas listed below. Additional duties may be assigned.

Implementation and Recordkeeping

1. Responsible for the following:
 - a. Reviews and establishes policies and procedures for the health portion of the program with parents and staff that support the effective implementation of health services as required in the Head Start Performance Standards.
 - b. Develops a list of local health and related resources and defines procedures for effective use of these resources. Initiates and establishes working relationships with local providers through contractual agreements as appropriate.
 - c. Establishes a system for providing health and nutrition education to families through workshops, parent meetings, handouts, etc.
 - d. Develops and implements a plan and system of continuous monitoring and evaluation of health services within the program.
 - e. Develops system for maintenance of individual health records on children. Reviews, evaluates, interprets health records, vital statistics and other data affecting health services.
 - f. Works with program staff to ensure timely follow through and follow up on child specific health services.
2. Takes the lead on the following:
 - a. Health Training and Employee Health Tracking: Establishes a yearly system of training and health education for staff, to include CPR, First Aid, nutrition, child abuse and neglect identification and reporting, etc. Works with the staff person responsible for human resources activities to follow-up with employee required initial and periodic health exams and TB screening and tests. Documents as required by Performance Standards.
 - b. Health Services Advisory Committee: Responsible for the planning, convening and implementation of policies and/or procedures of the grantee Health Services

- Advisory Committee meetings. Provides guidance and oversight of the contractors HSAC meetings.
- c. Health Education Curriculum: Responsible for developing a developmentally appropriate health education curriculum in conjunction with the staff person responsible for early childhood education services for children and parents that can be integrated into program activities.
 - d. Identifies and is Knowledgeable of Health Resources: Establishes relationships and develops a thorough knowledge of health resources for families including Medicaid, the state CHIP Program, state health services and other community resources that assist families in establishing a medical home.
 - c. Establishes, Negotiates and Monitors Contracts with Health Service Providers: As needed, establishes contracts with health professionals to provide services to the Head Start program in such areas as vision referrals, child health screenings/exams, dental services, mental health services and others as necessary. Contracts may include consultants and/or volunteers services.
 - d. Food Services: Monitors food preparation services, ensures that menus are reviewed by Registered Dietitian/Nutritionist and ensures that all required USDA/CACFP paperwork is completed and submitted at the programs. Coordinates with WIC, local food banks, etc. Works with the staff person responsible to complete the CACFP food sponsorship application. Attends the CACFP sponsor training and stays up-to-date on regulations and menu and food service requirements.
3. Maintains up-to-date knowledge of Performance Standards.
 4. Oversees the screening, re-screening and follow-up for all health services.
 5. Participates in staffing of children with identified health needs and is responsible for all health recommendations, as necessary.
 6. Serves as a health resource or referral source to classroom staff, home visitors and family services staff
 7. Attends any training, workshops and meetings deemed necessary by the Executive Director.
 8. Follows the state and federal regulations pertaining to child abuse and neglect, and maintains strict confidentiality of all information. Coordinates with family community partnership staff in this area.
 9. Maintains strict confidentiality with respect to Head Start children, families and staff in accordance with established policies and procedures.
 10. Observes regularly in assigned classrooms and provides consultation related to health issues.
 11. With the family services staff, acts as a liaison for families seeking drug, alcohol and other mental health assistance within the community.
 12. As appropriate, works with assigned staff members on a system for maintaining an inventory of kitchen supplies and equipment which is checked on a regular basis
 13. Ensures programs arrange for quarterly kitchen inspections to meet health code and CACFP requirement.
 14. Checks menu books for CACFP for complete, appropriate and accurate documentation.
 15. Ensures each programs Registered Dietitian is working to address child health needs related to weight and diet.
 16. Ensures children with identified health needs are effectively transitioned from Head Start to their next placement.

Training and Supervision

1. Provides or arranges training to classroom staff on topics such as family-style meal service and health curriculum.

2. Provides orientation, training and supervision of kitchen staff and makes sure that inventory control and food preparation are in compliance with local, state and federal standards and within budgetary allowances.
3. Provides information and support on providing health and nutrition curriculum activities for children and families.
4. Provides or arranges training for parents on health and nutrition topics.
5. Successfully completes and maintains basic First Aid and CPR certifications as required by the program.
6. Responsible for understanding regulations associated with prevention of occupational disease and injury including the exercise of universal precautions and the prevention of contamination.
7. Provides input into job standards, sets goals, monitors and provides ongoing feedback for performance improvement, and submits input for kitchen staff performance appraisals in a timely manner.

D. KNOWLEDGE AND ABILITIES

Knowledge: Considerable knowledge of health, nutrition, human development, community health, nursing principles, practices and procedures. Knowledge of public health programs and other resources and the availability of such programs in the community. Knowledge of local resources, language and customs helpful.

Abilities: Skill in the operation and maintenance of basic instruments and equipment used in patient care (e.g. items commonly found in a first aid kit). Must be computer literate with skills in the use of basic office software (Microsoft Word). Ability to recognize problems in the area of health, nutrition and/or child safety. Ability to relate well and maintain effective working relationships with staff, children, parents and other agencies. Ability to exercise professional judgment in evaluating before making decisions and maintain all information in strict confidence. Able to work effectively in a team environment.