

POSITION DESCRIPTION

Title: Health Coordinator	Date Prepared/Reviewed: 4/13/2020, 12/7/2022, 6/23/2023
Reports to: Health and Nutrition Lead Coordinator	Supervises: None
Purpose of Position: To coordinate the health and nutrition needs of Head Start children and families.	
Below is an outline of the essential duties associated with this position. Other duties may be assigned as needed.	
May be relocated within the SENDCAA Head Start or Early Head Start sites to best fit program needs.	
ESSENTIAL DUTIES:	
<i>Program</i>	
<ul style="list-style-type: none">• Staff are trained as mandated reporters and will report any observations of concern to Cass County Social Services.• Participates in case management meetings, site meetings, component meetings, reflective supervision, and relevant training.• Respect each family's cultural, ethnic, and linguistic diversity.• Maintain working knowledge of Head Start Performance Standards.	
I understand my duties under the <i>Program</i> section (please initial):	
<i>Health</i>	
<ul style="list-style-type: none">• Responsible for completion of health requirements and proper documentation that ensure effective implementation of Head Start Performance Standards.• Assess children on-site who become ill or injured at school, which includes notifying parents per our illness policy and accident/incident guidelines. Reports injuries needing further care to SENDCAA Head Start Birth to Five Project Director as soon as possible.• Assists the families in establishing a primary health care provider and follows the EPSDT schedule to ensure each child is up to date on their well-child exams, dental exams, and immunizations as quickly as possible.• Obtain and maintain accurate, up-to-date child health records, and data entry.• Attends, participates, and assists in recruiting parents to participate in our Health Services Advisory Committee meetings.• Facilitates scheduling dental exams, well-child exams, and immunizations; coordinates follow-ups/referrals, and assists with transportation as needed.• Maintains contacts with health agencies and resources utilized by Head Start families to assist families in identifying a healthy home.• Conducts vision and hearing screenings and makes referrals per established guidelines.	

- Assists with providing parent orientation of health services. Provides health/nutrition education in the classrooms and for parents through lessons, newsletters, and classes.
- Collaborates with classroom staff in tracking and monitoring child absenteeism due to reported health concerns. Reports unusual patterns to Health and Nutrition Lead Coordinator per established guidelines.
- Assists with posting and reviewing emergency and first aid procedures and supplies.

I understand my duties under the *Health* section (please initial):

OTHER DUTIES:

- Coordinates with the Family Advocate as the site safety lead ensuring the site follows safety procedures and all necessary safety drills are completed.
- Actively works as a team with all other component areas.
- Performs other duties as assigned or requested.
- Occasional travel to other sites.

I understand my duties under the *Other Duties* section (please initial):

Education/Training Required:

- ND Medical Assistant certification or LPN with current licensure or a minimum of five years of experience in the respective field.
- CPR and First Aid certified within the first 3 months of employment (or audit the course if physically necessary).
- Complete Mandated Reporter Interactive Training within 1 month of employment.

Education/Training Preferred:

- Training/Experience in Nutrition

Minimum Experience and Skills Required:

To perform the duties of this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below outline the knowledge, skills, abilities, and competencies that are required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- 1 year of experience in working with children.
- Knowledge of developmentally appropriate practices in early childhood education.
- Knowledge of modern office practices and protocols.
- Ability to read and interpret business and medical periodicals and journals related to the position.
- Ability to write letters, reports, articles, etc.
- Ability to communicate in a professional and appropriate manner with children, parents, and staff.
- Ability to work effectively with a diverse group of individuals, including clients and co-workers, and to maintain effective working relationships with SENDCAA clients and staff,
- Ability to perform work independently under the general direction of a supervisor.
- Supports team efforts, cooperates with others, and actively learns from other team members.

- Ability to follow protocols, (e.g., chain of command, confidentiality) when communicating with others in the program, families, governing body, policy group, committees, and those in other community programs.
- Ability to carry out the duties of this position while helping to fulfill SENDCAA's mission while adhering to policies, procedures, and regulations.

The working conditions and environment and the physical requirements/activities listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Working Conditions and Environment: While performing the duties of this position, the individual generally has good working conditions. The employee is often exposed to moderate noise from children.

Physical Requirements/Activities: While performing the duties of this position, the individual is regularly required to stand, walk, sit, balance, kneel, bend, stoop, crouch, reach with hands and arms, use hands to finger, handle, feel and use equipment/materials, push, pull, lift, twist, grip, and communicate (talk and hear). Intermittently, the employee is required to climb, jump, and crawl.

Occasionally, the employee is required to exert up to 25 pounds of force and/or less than 25 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including a child. Infrequently, the employee is required to run, exert up to 60 pounds of force to lift, carry, push, pull, or otherwise move objects, including a child. Specific vision ability required is close vision of 20 inches or less and distance vision of 20 feet or less.

Employee Benefits and Wage: Information provided in addition to the position description.

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.

I have read and understand the above Position Description.

Employee Signature

Date