

**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
JOB DESCRIPTION**

TITLE: Health and Nutrition Manager	SUPERVISOR: Child Services Director
PROBATIONARY PERIOD: 1 year	SUPERVISES: Health Services Advocate, EHS Kitchen Assistant/Cook
EMPLOYMENT HOURS: 40 hours per week during school year, 20 hours per week during the summer	WEEKS PER YEAR: 52
Grade: 17	Starting Wage: \$18.11
POSITION SUMMARY: Organization, management and administration of Head Start/Early Head Start health services, including medical, dental, and nutrition services, and implementation of health education for all Head Start/Early Head Start children, parents, and staff. Ensure compliance with Head Start Performance Standards, the Head Start Act, CACFP regulations and Child Care Licensing regulations	

MAJOR RESPONSIBILITIES:

1. Apply professional judgment to assist in developing Policies and Procedures and program long term goals in conjunction with the Health Services Advisory Committee, Policy Council, parents, community partners and NMCDC staff.
2. Apply professional judgment to assist in developing the program budget including medical, dental, and nutrition supplies and equipment needed for the health and nutrition focus areas.
3. Ensure all children receive required health events outlined in Head Start Program Performance Standards, including but not limited to medical and dental screenings and follow up treatment, immunizations, well child checks, etc.
4. Regular interaction requiring considerable tact and sense of timing to communicate important agreements with Havre Public Schools food service, CACFP, and medical personnel.
5. Monitor monthly food expense and CACFP reimbursement.
6. Develop policies and procedures for medical and dental emergencies.
7. Review, evaluate, and interpret health assessments of enrolled children.
8. Plan health services with an interdisciplinary team of staff, parents, and other program specialists, and supervise the implementation of the planned activities. Review and evaluate on a regular basis.
9. Meet with Health Services Advisory Committee twice annually to plan, evaluate and revise as needed the health services focus area in order to comply with Head Start Program Performance Standards and the Head Start Act.
10. Conduct annual fire, health, and safety inspections as needed.
11. Arrange for/conduct monthly fire and safety drills.
12. Administer first aid as needed, determine health status of children as requested and contact and advise parents, if necessary, per sick child policy and procedure.
13. Provide case management and computerize health records in the following areas:
 - a. Assist families of enrolled children to assume responsibility for their health care by helping to link them to a medical home in order to ensure completion of exams and treatment..
 - b. Obtain medical records from Health Providers using HIPPA and Signed Consent for Services/ Release of Information form.
 - c. Monitor incoming health records for potential health problems
 - d. Maintain and update individual health records of NMCDC children; organize hard copy records into central filing system; utilize Child Plus Software to post and monitor all health data and treatment tracking.
 - e. Participate in home visits, and conferences as requested.
 - f. Prepare health records for transfer to parents and next school system.
 - g. Collaborate with Family Services staff to ensure health requirements are met for children on waiting list.
14. Facilitate staff training in health education and emergency medical procedures.

15. Ensure all staff is up to date on health requirements such as immunizations, physical exam, and First Aid and CPR certification.
16. Able to conduct health screening on children, such as vision, hearing, take blood pressure, heights and weights or able to enlist the services of a local medical provider that can conduct the screenings

ADDITIONAL RESPONSIBILITIES:

1. Occasional contact the health community to develop a list of local health resources, a system to use the resources, and negotiate inter-agency agreements.
2. Serve as advocate for child health
3. Assist in linking the family to an ongoing health care system and assist family in assuming responsibility for health care of child and family.
4. Conduct personnel job performance evaluations as required.
5. Identify, report, and provide supportive services in child abuse cases, working in conjunction with Family Advocates and Education Manager.
6. Other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

1. RN currently licensed to practice in Montana or Bachelor's degree in nursing, Or
2. A bachelor's degree in a field related to community health, health education, maternal and child health, health administration, or early childhood education.

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Requires occasional high attention to detail to maintain accurate, complete, and thorough records.
2. Able to travel intermittently in tri-county service area and out of the area for training and to transport children and families to health-related appointments.
3. Attend Child and Adult Care Food Program training at first available opportunity in order to learn food program requirements.
4. Must be able to work independently and as a team member with minimal supervision.
5. Qualify to work in a child care center by DPHHS-QAD Child Care Licensing upon submission of all required documentation:
 - a. Documentation of immunizations (MMR, TDap, and Annual Flu Shot)
 - b. Must obtain a physical exam that clears applicant of all communicable diseases as soon as possible.
 - c. Possess current Infant, Child, and Adult CPR and First Aid certificates or obtain certification at the first available opportunity.
 - d. Satisfactory criminal background check and Child Protective Services background check.
6. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.
7. Able to use own vehicle as needed in the performance of job duties.
8. Must have excellent verbal and written communication skills.
9. Ability to communicate effectively with diverse cultural and socio-economic groups.
10. Requires ability to work respectfully and cooperatively with people of all income levels and diversified backgrounds, including clients and other people in need of Agency services, State officials, business people and community leaders.
11. Must be able to maintain confidentiality concerning staff and clients.
12. Must be able to work positively with children ages 0-5.
13. Able and willing to work with children and adults in a flexible schedule that may include some evening and weekend hours.
14. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.
15. Must have good computer skills and be willing to learn job related computer programs.
16. Must complete 15 hours training annually.

WORKING/ENVIRONMENTAL CONDITIONS:

1. Requires significant physical effort to lift and carry between 5 and 60 pounds on an intermittent basis.
2. Must be able to sit at a desk for long periods of time and use a computer.
3. Required to participate in all children's activities on an intermittent basis, such as crawling or playing on the floor, walking, running, skipping, jumping, and climbing inside the classrooms and in the outside play area.
4. Required to sit in/at furniture designed to place staff at the child's level for extended periods of time.
5. Able to carry out visits in enrolled family's homes that may not be ADA compliant or accessible.

EMPLOYEE SIGNATURE: _____ **DATE:** _____