



2229 Fifth Ave., Havre, MT 59501  
phone: (406) 265 -6743 fax: (406) 265 -1312

## APPLICATION COVER SHEET

**Job Title:** Health and Nutrition Manager

**Wage:** \$20.12 per hour

**Hours:** 40 hours per week, 52 weeks per year

**APPLICATION DEADLINE:** 5 pm, Thursday, September 28<sup>th</sup>, 2023

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### PLEASE PROVIDE

1. COVER LETTER
2. RESUME
3. SIGNED JOB DESCRIPTION
4. COMPLETED HRDC 4 APPLICATION TO INCLUDE APPLICATION COVER SHEET

**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 NMDC 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 A bachelor's degree in a field related to community health, health education, maternal and child health, health administration, or early childhood education

#### **SPECIAL INFORMATION:**

***Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).***

***Occasional travel for trainings may be required. EXCELLENT BENEFITS ARE PROVIDED BY HRDC. Application will be rejected if incomplete or unsigned.***

**Background Check required before applicant is hired.**

*Please complete the application by typing or printing in ink. This application is valid only for the job detailed above. Future job openings will require a new application*

