

CLINCH VALLEY COMMUNITY ACTION, INC.
HEAD START
JOB DESCRIPTION

POSITION: Assistant Health and Safety Coordinator
JOB CLASSIFICATION: Non-exempt, Full-time (12 months)
SALARY RANGE: \$13.85 hr. - \$17.05 hr.
SUPERVISED BY: Health and Safety Coordinator
SUPERVISES: Cooks, Assistant Cook

GENERAL RESPONSIBILITIES

The Assistant Health and Safety Coordinator is responsible for the oversight of all aspects of the health, safety, and nutrition component areas of Head Start program in accordance with Performance Standards, licensing standards, and any applicable local, state and federal regulations. This position requires regular attendance and punctuality as an essential part of the job function. This position will require the use of a cell phone to in order to conduct business, which the agency will provide. Works toward ROMA goals.

SPECIFIC RESPONSIBILITIES

Management/Supervision

- Demonstrates effective leadership skills and abilities necessary for effective management/supervision/staff development/conflict resolution at all times;
- Supervises, evaluates and assesses performance on staff in compliance with Head Start personnel policies and procedures.
 - a. Provides program orientation to new employees;
 - b. Reports staff problems to supervisor and discuss strategies for problem solving as needed;
 - c. Makes assignments to staff and checks to see that they are satisfactorily completed on an ongoing basis;
 - d. Provides feedback (written and verbal) to staff regarding their individual performance on an ongoing basis;
 - e. Completes introductory and annual performance evaluations and professional development plans for staff;
 - f. Makes recommendations to Head Start/ Early Head Start Director for probation, suspension or termination of employees as needed;
 - g. Submits information for the PIR; and
 - h. Performs any and all other duties as assigned.

Health and Safety

- Reviews and annually updates health and safety service plans, policies and procedures based on Program Self-Assessment, Health Advisory, and Policy Council recommendations, new requirements issued by Head Start, Department of Health and Human Services, United States Department of Agriculture, Health Department;
- Establishes medical and dental emergency procedures plan to be utilized by teaching staff in centers and monitors for compliance on an ongoing basis;
- Must be Medications Administration Training (MAT) certified to administer medications;
- Identifies and utilizes state and local resources for the health program such as EPSDT, Medicaid, CHIP, etc. on an ongoing basis;
- Ensures health screenings are completed on children within 45 days of first class/home visits;
- Reviews records to assure that they are complete, accurate and up-to-date in medical files and on computer records on all Head Start (Delete/Early Head Start) children to

include: health history, screening results, medical and dental examination dates, immunization status, treatment and follow-up information, parent contracts, home visit reports, referrals and consents annually;

- Enforces confidentiality of all health information and records on children, staff and families by training staff on confidentiality laws, allowing only appropriate person to have access to files (with parent consent), and storing files in a locked cabinet and/or in a controlled access area annually;
- Reviews accident reports to determine if there is follow-up needed for the child, with the parent, or for staff training; completes insurance claim forms for children sent/taken to doctor as result of injury at Head Start as needed;
- Reviews, monitors and documents the expenditure of Head Start (Delete-Early Head Start) funds for health and dental component areas;
- Prepares, executes, and monitors agreements and contracts with health service providers on an ongoing basis;
- Meets with Health Advisory Committee and is responsible for agenda, notices, meeting arrangements, minutes, etc.;
- Assesses the need for, determines resources and costs of, and makes recommendations to Head Start/ Early Head Start Director regarding medical, dental and nutrition supplies and equipment needed; identifies, coordinates and evaluates health resources and develops procedures for utilizing these resources;
- Ensures that first aid/CPR classes are provided to staff;
- Schedules and conducts health and dental activities.
 - a. Reviews records (both center based and home based) and files health histories upon completion;
 - b. Reviews and approves a child's physical to assure completion prior to enrollment in the program;
 - c. Assists the Health Services staff in completing visual and audio screening and height and weight assessment in accordance with Health Plan and Head Start Performance Standards as needed;
 - d. Assures that growth assessments are done at the beginning, mid-year and near the end of the operational year;
 - e. Monitors each child's immunization status and notifies all parents when updates are required, and provides the necessary follow-up on an ongoing basis;
 - f. Makes or schedules home visits in order to communicate with parents regarding health, dental and nutritional needs of their children as needed
 - g. Meets regularly with Health Services staff to review screening results, determine follow-up needed, plan work schedules, discuss problems, etc.;
 - h. Makes regular center visits to assure safety of facilities, equipment, materials and child care procedures;
 - i. Coordinates with the Head Start/Early Head Start Director concerning health requirements for staff and volunteers, the facility, the medical emergency plan and all contractual agreements as needed;
 - k. Arranges for signature on parental informed consent form for health services on an ongoing basis;
 - l. Participates in the self-assessment process and makes component area changes as needed;
- Provides the coordination and assists with the communication and integration of Head Start health services activities with all other service areas;
 - a. Assists with the recruitment/enrollment process by scheduling appointments to obtain a health history and other pertinent information upon request;
 - b. Promotes active parent involvement by encouraging parents to attend dental and other medical appointments with their children on an ongoing basis;
 - c. Provides current health information to the Partnerships/ERSEA Coordinator to be shared with parents, upon request;

- d. Meets with Head Start Director/Center Directors to determine health services and training needed for center staff as needed;
 - e. Shares copies of selected/appropriate child health information with Center Directors as needed;
 - f. Works to help program meet monthly in-kind goal; and
 - g. Performs other duties as assigned.
- Provides and/or arranges for training technical assistance in relation to the health and safety component areas for parents and staff;
 - Monitors the documentation, record keeping and reporting requirements for the health service area for both center based and home based children;
 - Completes and submits report to the Head Start/ Early Head Start Director;
 - Demonstrates effective interpersonal and communication skills, works cooperatively with colleagues, subordinates and supervisors, and maintains effective professional relationships with Head Start and cooperating agency/organization staff, and with parents at all times;
 - Monitors the provision of health and nutrition services within Head Start/Early Head Start for all children, both home based and center based.

Mental Health

- Ensures that mental health screenings are completed within the 45 days of child's entry into the program;
- Solicits parental information, observations, and concerns about each child's mental health;
- Attends regular child development meetings, and facilitates staff/parent communication regarding child behavior and mental health needs;
- Facilitates access for parents to mental health consultation, support groups and training regarding appropriate responses to child behavior, nurturing environments and relationships in the home, and understanding of typical mental health needs;
- Supports participation of parents in needed mental health interventions;
- Attends meetings with parent and mental health professional if necessary;
- Facilitates transportation or child care so parent can participate in mental health services;
- Locates sources of funding to pay for needed interventions and ensures all mental health resources are placed in the Resource Directory;
- Works with Assistant Education/Disabilities Coordinator to secure and coordinate services of mental health professionals to enable access for families, children and staff as necessary;
- Schedules regular on-site visits from mental health professional;
- Works closely with Health Coordinator to ensure that program practices and staff/child interactions are responsive to mental health concerns; and
- Performs other duties as assigned.

Nutrition

- Responsible for the day-to-day operation of a food service program is offered and in compliance with the USDA requirements which includes, but not be limited to:
 - a. Plans and analyzes menus and have them reviewed and approved by a dietician;
 - b. Designs special diets;
 - c. Conducts nutrition assessments;
 - d. Reviews individual child and family nutrition data and develops individual nutrition plans; confers with staff and parents about nutrition-related issues;
 - e. Ensures staff are ServSafe trained;
 - f. Reviews, monitors and documents the expenditure of Head Start/Early Head Start funds for nutrition component area;
 - g. Maintains USDA records and submits reports as required;

- h. Updates nutrition plans annually;

Training

- Attends required training, as appropriate;
- Completes and updates a professional development plan on himself/herself and staff whom he/she supervises;
- Trains staff on Disaster Recovery Plan, Confidentiality; Food Safety;
- Provides pre-servicing training for staff annually;
- Provides training to staff concerning the completion of health forms, health history, nutrition history, heights and weights, Teacher's health observations, requirements for medical services, etc. as needed;
- Provides orientation to health providers on Head Start Delete/Early Head Start) standards, procedures and documentation related to their being a Head Start Delete-/Early Head Start) service provider as needed.
- Performs any and all other duties as requested.

QUALIFICATIONS: Any individual hired in this position is responsible for management and oversight of family services, health services, and services to children with disabilities have, at a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee. Prefer someone with a current RN or LPN license. Supervisory skills and related experience in the field of health preferred. Must have two years' experience working with child health issues and Needs to possess the skills to design training workshops in preventive health care. Computer proficiency in Word, Excel, Powerpoint, and prefer experience in working with various databases; Excellent oral and written communication skills; Knowledge of existing health agencies and ability to coordinate their services to the advantage of our program; Experience in working with children and adults; Ability to understand, interpret and implement policies and procedures; Sustained concentration and attention to detail and accuracy; Ability to prioritize and manage work load and deadlines; flexible hours of work; Must be willing to become Medications Administration Training (MAT) certified; Demonstrated ability to work with minimal supervision; Be willing Be familiar with the ethnic background, be able to communicate in the language of families in the program and be able to serve and effectively communicate, to the extent feasible, with children and families with limited English proficiency.

WORKING CONDITIONS

1. Possible exposure to blood and bodily fluids or tissues;
2. Possible exposure to communicable diseases;
3. A moderate amount of driving is required;
4. This position may require constant or extensive standing, walking, bending, stooping, speaking, hearing, reaching, lifting, and seeing; and
5. Must be able to lift and carry up to 25 lbs.

ADDITIONAL REQUIREMENTS

The candidate must be interviewed, have references verified, have a sex offender registry check and obtain one of the following: (i) criminal history records, including fingerprint check; or (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks. A program has 90 days after an employee is hired to complete the background check process by obtaining: (i) Whichever check listed above was not obtained prior to the date of hire; and (ii) Child abuse and neglect state registry check, if available. A pre-employment drug/alcohol test and a Sworn Disclosure statement will be completed. After initial hire, must submit to Child Protective Services check, DMV check, TB Screening or PPD, and health examination. Must have first-aid certification and CPR certifications or be willing to obtain certifications. Must have reliable transportation, valid driver's license with satisfactory driving record, provide proof of automobile

liability insurance, and be willing to use personal automobile for work purposes; Must submit to random, and if applicable, post-accident and reasonable suspicion drug/alcohol tests.

I understand and agree that in the performance of my duties as an employee of Clinch Valley Community Action I must hold all information regarding children, families, volunteers and staff in confidence. I understand any violation of the confidential information may result in disciplinary action up to, and including, termination.

I have read, fully understand, signed, and agree to comply with the responsibilities set forth in this job description.

Signature: _____ Date: _____

AN EQUAL OPPORTUNITY EMPLOYER