

Highland Rim Economic Corporation/Head Start

Head Start Health Services Manager

Reports to: Director

Policy Council Approval: 10/25/11

Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and Written Plans.
- Responsible for developing, writing and implementing plans and procedures for the Health Services content areas of Health, Health and Safety, Nutrition, Mental Health, and Disabilities.
- Responsible for recruiting members, organizing and conducting regular meetings of the Health Advisory Committee in the four counties service area.
- Responsible for monitoring the accuracy of the Child Plus computerized Health Services recordkeeping systems to ensure requirements are met, all health data is entered and follow-up and treatments are completed, documented and monitored.
- Approve purchasing for all Head Start supplies, equipment, and food in the Health and Nutrition Services content area.
- Revises and gathers all information necessary for the CACFP contract annually, to submit to the Head Start Director.
- Ensure all Health Services contractual agreements for Head Start with the local LEA's, Mental Health, Nutrition, and Registered Nurse, local and regional health departments, dentist, optometrist, ophthalmologist, and any other private contractual agreements are approved and signed by the appropriate parties.
- Responsible for making periodic monitoring visits to centers to assess progress in the Health Services content areas of health, nutrition, disabilities, mental health, and health and safety.
- Work closely and meet on a regular basis with the Education Manager and Family Services Manager for communication and compliance issues.
- Provide Health Services training as needed to staff, parents, and other health service agencies.
- Monitor and evaluate the food service program to ensure the CACFP and Performance Standards are met.
- Monitor and maintain, Kitchen Inspections, Special Health Care Plans, PIR, Behavior Plans, IEP's, and Mental Health Observations.
- Works directly with a licensed Mental Health Professional to provide mental health consultative services for our Head Start children, parents and staff.
- Interacts with school personnel, therapy providers, etc. when required concerning a child's individualized education program (IEP).
- Assists Family Service Manager with annual Self Assessment process.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children and families.
- Perform related duties as required.

Qualifications/Requirements: Health Services Manager

- Bachelor Degree in early childhood and/or health or actively enrolled in a degree program.
- Minimum of 3-5 years experience in a health/early childhood related field serving preschool children.
- A minimum of 1-3 years experience in management and related training.
- Ability to analyze information and statistics, and write summary reports.
- Possession of a valid Tennessee Drivers license and maintain a vehicle liability insurance policy.
- Ensure a periodic physical examination and tuberculin test.
- Incumbents are subject to a criminal background check and must pass post-offer and random drug and alcohol screening.
- Prefer bilingual (English/Spanish).

Knowledge or Skills:

- Ability to work closely with other health agencies in the counties being served.
- Ability to train staff, parents, and other health agencies.
- Excellent skills, including database, word-processing, internet, and e-mail.
- Excellent verbal, written, and communication skills.
- Ability to communicate effectively with all levels of staff.
- Simultaneously handle multiple projects, which require solution research and implementation.
- Ability to exercise independent judgment to adapt or modify methods and standards to meet variations in assigned objectives.
- Good interpersonal skills and the ability to work as both a team leader and member.
- Ability to focus on both content areas and the management level issues.
- Adheres to professional ethics and standards.

Working Conditions:

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: Highland Rim Economic Corporation is an Equal Opportunity Employer and hires without regard to race, color, sex, age, disability, or national origin. This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.