



JOB DESCRIPTION

HEALTH, NUTRITION AND SAFETY COORDINATOR

NAME AND JOB TITLE:

Exempt : Yes

Introductory Period: 90 Days

Supervisor: Head Start/Early Head Start Director

Work Period: 12 months

GENERAL DESCRIPTION

The Health, Nutrition and Safety Coordinator will be responsible for ensuring the delivery of all health, mental health, oral health, nutrition and safety services to pregnant women, children, infants and toddlers. The Health, Nutrition and Safety Coordinator will work closely with other staff, parents, professionals, and other Tri-County Staff in implementing the health and case management program.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The Health, Nutrition and Safety Coordinator will:

- Facilitate health and oral health clinics as needed
- Maintains accurate records of in-kind donations
Work with Policy Council and supervise the Family Service Worker/Advocates.
- Ensure children meet 30-day requirements (medical/dental homes and insurance)
- Ensure children receive age-appropriate health and sensory screenings within 45 days (hearing and vision)
- Ensure developmental and behavioral screenings are completed within 45 days (Brigance and Deca)
- Ensure children's health status (Well Child/Physical) are completed within 90 days.
- Receive training in Child Plus.
- Receive USDA/CACFP training.
- Arrange appropriate pre-service and in-service health training for Head Start staff
- Comply with Head Start Program Performance Standards.
- Provide parents, staff and children with educational workshops on health, mental health, oral health and nutritional services.
- Provide a 4 week cycle of menu's for all center base programs.

- Establish a menu planning committee annually which consists of a Licensed Nutritionist, Food Service Specialist and parents to revise menus according to USDA/CACFP standards.
- Send out bid's letters annually to mental health, nutrition and food vendors.
- Conduct Pre-Service Training for all staff on nutrition, family style dining, and USDA Civil Rights.
- . Conduct routine site safety reviews at each site at least (3) three times per year and additional reviews as needed or requested.
- Maintain an ongoing follow-up for children to identify nutritional needs or risks.
- Identify and ensure health care plans are in place for children with special health care needs.
- Provide nutritional counseling by Dietician to parents and staff as requested.
- Ensure health referrals, treatment and follow-up services take place in a timely manner.
- Ensure the development, practice and use of emergency plans are in place.
- Provide oral health education to Head Start staff, families, pregnant women and children.
- Assist pregnant women with postpartum follow-up care.
- Coordinate observation visits of specific children with teaching staff and consultants.
- Secure contracts with the appropriate agencies to deliver mental health services to the program
- Provide parents, staff and children with workshops on mental health services.
- Work in collaboration with Mental Health Consultants in support of children's social and emotional adjustment.
- Ensure Mental Health Consultation services are provided monthly.
- Refer all children who are above the 85th percentile or below the 5th percentile or any other nutritional concerns to the nutritional consultant for follow-up.
- Monitor food allergies, provide a list at the beginning of the school year, and train staff to keep the list current.
- Work closely with Disability Coordinator, ISD's, ECI and other specialists and consultants concerning children with suspected disabilities.
- Ensure professional development and staff support is in place of annual training in regard to health and safety.
- Establish ongoing collaborative relationships with physicians, dentists, mental health consultants, dieticians and other community partners.
- Ensure parental consents are in place for screenings and other procedures.
- Ensure staff enter, access and utilize Childplus for health tracking and documentation.
- Ensure Childplus is up to date for all health, nutrition, oral, mental health and safety services.
- Work with management team to identify new ways to encourage physical activity in children's daily activities.
- Ensure staff receive mental health training and evaluate and evaluate and document the effectiveness.

- Work with management team to integrate Conscious Discipline curriculum and training into the program's daily activities to promote children and staff social and emotional learning and to provide ongoing training.
- Plan and implement Health Services Advisory Committee meetings 2 times a year.
- Obtain and recertify CPR/First Aid
- Obtain and recertify food manager's certification
- Active role in the Seld-Assessment process.
- Enter ongoing monitoring into Childplus monthly.
- Update plans, policies and procedures annually and as needed.
- Regular work hours are 8:00 until 4:30. Any schedule variations must be approved by the supervisor.
- Follow the four agency Behavior Competencies: Integrity, Teamwork, Professionalism and Compassion
- Perform other duties as assigned by supervisor.

AGENCY REQUIREMENTS

1. The Health, Nutrition, and Safety Coordinator must possess poise, a warm personality, and a positive attitude.
2. Must be dependable, trustworthy, creative, resourceful, and able to establish open relationships.
3. Ensure proper and safe use of all equipment.
4. Adhere to scheduled work hours.
5. Follow agency, local, state and federal regulations and policies.
6. Must have a valid driver's license and insurance.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS

Bachelor's Degree required. Some college credit is needed in the field of Early Childhood Development, Health, Sociology, Education, Nutrition, Psychology, Intellectual and Developmental Disability or Social Work.

REQUIRED SKILLS / ABILITIES

Must have the ability to lead a team and to organize time and tasks.

Must be able to lift or move 20 to 25 pounds if needed.

Knowledge of software programs such as MS Word, Excel and PowerPoint.

Some knowledge and experience of USDA and CACFP.

PERSONAL QUALITIES

The coordinator must have the ability to develop and maintain good relations between the Head Start program and area resource agencies to provide services to young children and families. The coordinator must be able to empathize with parents of enrolled children and be able to act as their advocate in securing the services needed.

SUPERVISORY DUTIES

Family Service Worker/Advocates

DISCLAIMER STATEMENT

All TCCA employees are at-will employees. Because your assignment is funded by grants, federal funding, and/or special funding, your continued employment is expressly conditioned on the availability of funding for the position. If funding becomes unavailable due to loss of state/federal funding or due to financial constraints of TCCA, your position is subject to immediate termination.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand this job description. I certify that I am capable of fulfilling the requirements outlined in this job description and have received a copy of this document.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____