

JOB DESCRIPTION

JOB TITLE: Health Services Manager

SUPERVISOR: Head Start Director

WORKING HOURS: Monday through Friday/ 8:30 a.m. - 5:00 p.m. (Normally)

WORK STATION: Head Start Administrative Office and field

DUTIES AND RESPONSIBILITIES:

1. Administer, coordinate and monitor the Health Services area according to Performance Standards and State Regulations
2. Orientate, train, supervise, monitor and provide technical assistance to the Health Assistants in the areas of Medical and Oral Health and Child Safety.
3. Ensure that Health Assistants receive updates and on-going trainings in Health Services and Child Safety
4. Conduct Probationary and Performance Evaluations for the Health Assistants
5. Develop, write and revise Operating Policies and Procedures and Performance Standards Work Plans for Health and Safety services areas
6. Conduct or ensure that staff are certified in First Aid/CPR, when needed
7. Maintain comprehensive files at the Central Office on all enrolled children and ensure that classroom receive all required information for center files.
8. Ensure that parents receive training on the policies and procedures of the Medical and Oral Health services and Safety for children, staff and families
9. Ensure that parents are engaged in the health care process of their children to promote school readiness
10. Ensure that parents are informed of the services their children have received, are receiving and/or still need (Screening Results letters)
11. Make classroom visits to observe in the classrooms and check center and classrooms for cleanliness using the Environmental Health and Safety Checklist and provide technical assistance, when needed
12. Ensure that staff receive training on new and/or updated requirements in the Health Services and Child Safety areas
13. Ensure that Health Assistants are trained on the program's software (ChildPlus) to track and monitor services provided for the enrolled children
14. Implement and maintain monitoring system to reflect Health Services completed.
15. Ensure that children's immunizations are up-to-date
16. Ensure that the Annual Immunization Report is complete and submitted to the State Immunization Office, Health Departments and centers when required
17. Notify and ensure that staff annual medical examinations are current and maintain at the Central Office and the centers
18. Obtain health and oral health providers to ensure children receive services
19. Institute community partnerships, as appropriate
20. Ensure that all first aid kits in classrooms and on the buses are properly stocked prior to the centers opening and throughout the program project year and the classrooms fanny packs.
21. Ensure that all staff are trained on the policies and procedures for the Administration of Medication (administering, labeling, storing, signed permission forms)

22. Organize and coordinate the Health/Disability Services Advisory Committee and give updates for the Health Services areas
23. Serve on and participate in the Nutrition Committee meetings
24. Provide training for staff and parents on School Readiness as it relates to Health Services and Safety
25. Attend School Readiness meeting and provide updates in the Health Services areas
26. Attend and participate in the Collaborative Share-In meeting
27. Make center visits to conduct Fire, Storm and Lock-down practice drills and provide technical assistance to staff as needed
28. Receive and documents all buses and classrooms first aid kits, fanny packs, asthma bag(s), emergency radios, flashlights, air horns, etc. at the end of the program project year
29. Purchase and distribute health services supplies (first aid kits, fanny packs, air horns, gloves, toothbrushes, toothpaste, etc.) to all classrooms
30. Keep abreast of updates on ECKLC in Health Services
31. Attend local and out-of-area trainings and meetings
32. Serve on community committees (Smart Start, Interagency Committee)
33. Make home visits as deemed necessary
34. Submit monthly reports in a timely manner
35. Support all Head Start service areas
36. Assist with office and program related duties
37. Other duties as deemed necessary

Children's Services

38. Ensure and/or arrange screenings for all children, including children with disabilities
39. Assist with screenings and dental services in the centers, as needed
40. Ensure that all children have medical and dental homes to promote school readiness
41. Ensure that medical, dental and needed follow-up services are provided for all children
42. Make regular center visits to observe health and oral health activities in the classrooms and provide technical assistance when needed.
43. Ensure that the children are in safe environments while in the program

Transportation

1. Check bus files for center assigned
2. Check secondary files
3. Observe bus evacuations and document
4. Ensure that bus evacuations are completed monthly by bus drivers
5. Give input on the evacuations of the bus drivers
6. Complete bus ride(s) to ensure children are safe and accounted for

Desirable Skills and Qualifications:

1. Considerable knowledge of health problems and diseases that affect children.
2. Possess good record keeping skills.
3. Ability to establish a professional rapport and effective working relationship with health providers
4. Knowledge of state and federal health requirements.
5. Ability to relate effectively to families.

Education and Experience LPN or Registered Nurse preferred or a Bachelors Degree with one year experience in a health related program