

FORT BELKNAP EARLY HEAD START

656 AGENCY MAIN STREET

HARLEM, MT 59526

(406)353-4124

TITLE: Health/Mental Health/Disability Manager

STATUS: Full Time/Permanent

DEPARTMENT: Education

PROGRAM: Gill Hom Center (Agency)

LOCATION: Fort Belknap Agency

SALARY: Not Negotiable

SUPERVISION RECIEVED: Early Head Start Director

JOB SUMMARY: The Health/Mental Health/Disability Manager will provide a health, mental health and disability service to the program to enhance awareness and understanding of health to children, parents, staff and the community. Will remain in compliance with the Office of Head Start Program Performance Standards in all aspects of health, mental health, oral health, and nutrition.

QUALIFICATIONS: Must have at a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee.

GENERAL DESCRIPTION OF DUTIES:

- **Medical:** All children will have an annual physical to include a hematocrit or hemoglobin and an updated immunization record. There will be documentation on file of any/all allergies to medication/food or any allergy.
- **Dental:** All children will have a screen/exam on file and all follow-up work on file.
- **Nutrition:** All children will have a child health nutrition assessment form on file and hematocrit/hemoglobin will be recorded. Contact IHS Nutritionist if needed. Referral on file.
- **Mental Health:** All children will have a copy of their observations on file if one was done.
- **Disability:** Children with disability will have IFSP and implementation of IFSP.
 - o Collaborate with parents as partners in the health and well-being of their children in a linguistically and culturally appropriate manner and communicate with parents about their child's health needs and development concerns in a timely and effective manner.
 - o Serves as the Health Planner (scheduling screenings and follow-ups)
 - o Obtain determinations from health care and oral health care professionals as to whether or not all enrolled children are up-to-date on a schedule of age appropriate preventive and primary medical and oral health care, based on: the well-child visits and dental periodicity schedules as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program.
 - o Develops, Implements, and revises all Health Policy and Procedures.

- o Update and revise all service plans which includes: Written Health Plan, Health and Safety Service Plan, Disabilities Service Plan.
- o Updates and Revises Memorandum of Agreements annually/bi-annually with Indian Health Service, Bear Paw Cooperative (Part B Provider-LEA), and Benchmark Human Services (Part C Provider-Early Intervention Agency).
- o Keeps On-going working relationship with Indian Health Service Behavioral Health Department. Will make referrals to BH department for all staff, children, and families if needed. Will ensure that all classrooms have been observed at least twice a year.
- o Will develop and maintain a Memorandum of Agreement with the Tribal Behavioral Health Program for Mental Health Awareness and Education for all families and staff. Will schedule for annual Pre-Service Training that is provided for all staff.
- o Gives monthly reports to the Director, written/verbal reports to the Health Advisory Committee and report to Staff/Manager meetings and the Tribal Council.
- o Promotes team cooperation in the provision of health services to all Early Head Start children and families.
- o Promotes in conjunction with other Early Head Start Staff, parent involvement in the health program, such as parents to serve on the Health Advisory Committee.
- o Assists the family in assuming the primary responsibility of their own health care including, identifying and utilizing state, local resources and providing this list and a list of health component requirements.
- o Ensures all EHS children and families have access to healthcare and are enrolled in health insurance such as (Medicaid, Private Insurance, or receives health services at local Indian Health Service), if not, will assist families in applying for health insurance/coverage.
- o Ensure all children have an established Medical home and Dental home such as the IHS, Sweet Medical, or Northern Montana Family Medical Center, Bullhook Community Health Center etc.
- o Provides a list of all local health services and works with Family Services Coordinators in assisting families.
- o Conducts health and safety informal inspections of all center sites. Visual and written.
- o Promotes and conducts environmental health and safety practices with Tribal Sanitation.
- o Maintains updated individual health records on each Head Start child on ChildPlus, database system.
- o Plans and implements health education for children, staff, and parents. (i.e. Health Promotion/Awareness).
- o Participate in Health Component training.
- o Analyzes data on the effectiveness of the health component.
- o Acts on referrals by staff and parents.
- o Works with the Tribal Health Public Health Nursing (PHN) for health promotional activities and any other health concerns if needed.
- o Works with Tribal Health PHN and Indian Health Service Personnel in conducting necessary services, immunizations, exams, lead screenings, etc.
- o Identifies or seeks other health care resources.
- o Sends out letters and results of all screenings to the parent/guardians and provide information about the screenings.
- o Must help parents continue to follow recommended schedules of well-child and oral health care. Encourage parents/guardians to keep all health appointments if applicable.
- o Sends health information to parents through letters, notes home with child, etc. at least once a month.
- o Coordinates the annual Health Fair.
- o Works in all centers at least once a week.
- o A mileage log will be kept for reimbursement.

- o Keeps first aid kits and all health supplies replenished.
- o Must be able to supervise employees effectively by utilizing sound supervisory practices, apply personnel policies & procedures consistently and constantly work toward improvements in this area when assigned.
- o Must attend training as requested to increase skills in area of all job responsibilities.
- o Must be able to work under the supervision of the Early Head Start Director and abide by all program policies and guidelines.
- o Perform any other duties as assigned.

SPECIAL CONDITIONS:

- Possess a valid State of Montana Driver's License and be eligible at reasonable and ordinary cost for inclusion with the Master Tribal Insurance Policy.
- Possess a First Aid & CPR card (First aid every 3 years/CPR every 2 years)
- Must obtain a yearly physical exam to include a PPD risk assessment and provide date/result of last TB skin test.
- Must comply with and be subject to the Fort Belknap Community Council Substance Abuse Prevention Drug/Alcohol Testing Policy.
- Submit to a thorough background check, which includes State, Federal, and Tribal criminal history and work history.
- Sensitive to the needs of low income families.
- Must provide or obtain HIPPA certification as confidentiality in health records of children is needed.
- Must never have been convicted of a felony consisting of: murder, child abuse or neglect; any crimes against children, including pornography; spousal abuse; crime involving rape or sexual assault; kidnapping; arson; physical assault or battery. Or has never been convicted of a violent misdemeanor committed as an adult against a child, including the following crimes: child abuse, child endangerment, sexual assault, or of a misdemeanor involving child pornography. *(Child Care and Development Fund (CCDF) disqualification factors described in 42 US.C. 9858/(c)(1)(D) and 42 US.C. 9858/(h)(1))*

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate skill in oral and written communication with staff and families.
- Demonstrate skill to gather and analyze data and make concise reports and recommendations.
- Demonstrate skill in planning and scheduling work to meet program time lines.
- Demonstrate skill in maintaining records.
- Demonstrate skill and experience in writing reports.
- Demonstrate skill in the supervision of employees when assigned.
- Ability to maintain confidentiality at all times
- Ability to follow personnel policies and procedures including adherence to professional standards.
- Ability to relate to psychosocial and health problems.
- Ability to work with minimum supervision.
- Ability to be a self-starter and organizer.
- Knowledge in Health Education and planning.
- Knowledge of and interest in child and family health care, which includes preventative, with emphasis on early intervention and prevention of all health care needs.
- Knowledge in basic computer skills.

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

I have read the job description requirements, and qualifications listed above and agree to comply with all duties and responsibilities that are required. I understand Fort Belknap Early Head Start reserves the right to revise this job description as the need arises.

Employee Signature

Date

Director Signature

Date

Updated: 4/11/19 According to Head Start Performance Standards 1302.91(d)(l) and Child Care and Development Fund (CCDF) disqualification factors described in 42 U.S.C. 9858f(c)(1)(D) and 42 U.S.C. 9858f(h)(1)

Policy Council Approval: _____