JOB DESCRIPTION

HEALTH SERVICES COORDINATOR

Under the supervision of the Program Resources Manager, the Health Services Coordinator shall be responsible to:

1. Coordinate and implement health, nutrition and dental service delivery systems and services to children enrolled in the Head Start (HS) program.

2. Collaborate with the site supervisors, HS family child care provider, and home based supervisors to ensure completion of screenings, follow-up treatment, ongoing care, and updates and maintenance of HS health services records and tracking systems for all children, including those with special needs, in accordance with state and federal guidelines.

3. Responsible for the implementation of the Head Start performance standards at 45 CFR 1304.23(b)(1)(i) require that grantees design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child, including those with special dietary needs and children with disabilities.

4. Supervise, monitor, and conduct performance reviews of the health services specialists.

5. Ensure proper and timely referral and treatment follow-up in coordination with site supervisors, and other appropriate staff.

6. Coordinate on-site monitoring visits of classrooms, home based visits, socialization and socialization meetings to ensure compliance with screening and treatment follow-up timelines.

7. Participate in interagency meetings to discuss children and/or families dealing with multi-issues.

8. Ensure health services staff works collaboratively with program staff, parents and consultants to develop appropriate care plans.

9. Identify potential health, dental, and nutrition-related community resources for children and parents; this includes ensuring effective utilization and maintains ongoing contact with agencies currently serving low-income families and children.

10. Responsible for the health, dental, and nutrition sections of the PIR for all program options.

11. Work with local health care providers to ensure the provisions and accessibility of required health services for Head Start families and children.

12. Coordinate with career development and training coordinator the health training for Head Start staff and parents and ensure implementation of such training.

13. Works with the program resources manager to develop and update health, dental, and nutrition service area plans and related policies and procedures in accordance with Head Start Performance Standards and state requirements.

14. Participate in continuous program planning and improvement and ensure prompt action to deal with identified deficiencies. Work with the program resources manager in formulating and administering corrective action plans addressing non-compliance areas.
Health Services Coordinator (continued)

15. Maintain knowledgeable on national and state standards best practices, developmentally appropriate health and nutrition curriculum, and new research on child and family health and wellness.

16. Compile information on services provided, and prepare reports.

17. In conjunction with the program resources manager, ensure the formation and implementation of the Head Start Health Services Advisory Committee.

18. Participate in Head Start management team meetings and planning sessions to assist in the coordination of health, nutrition and dental service areas.

19. All other duties as assigned.

EMPLOYMENT STANDARDS

Required Education and Experience:

- Minimum of a bachelor’s degree in public health, nursing, health education, health administration, or related field.

- Minimum of four (4) years experience in a position involving community health education, public health, maternal and child health, or related health services. Experience must include at least two (2) years which included program planning, organizing, staff training, and supervision.

Preferred Criteria: Fluent bilingual (English/Spanish) skills.

Knowledge and Abilities: Knowledge of Windows and applications such as Word and Excel. Ability to write clearly, concisely, and descriptively. Knowledge of adult learning strategies, early childhood development and developmentally appropriate curriculum, materials, learning environments, and teaching strategies for children birth to five. Ability to provide leadership and stability to field staff for program continuity. Ability to exercise sound judgment and initiative. Ability to lead adult groups and provide training and technical assistance to teaching staff and parents. Ability to monitor, analyze and evaluate program systems and procedures, making and coordinating appropriate changes. Skill in collecting and analyzing data; prepare reports and maintain records. Ability to establish and maintain cooperative and effective working relationships with staff, clients and other professionals. Sensitivity to the needs of low income families and multicultural beliefs and practices. Ability to maintain strict confidentiality. Ability to work independently, work a flexible schedule and travel throughout Ventura County using personal or agency vehicle.

Physical Abilities: Ability to effectively use hands and fingers to fill out forms and for the use of computer keyboard and other office machines/equipment. Ability to clearly see detailed documents and reports.

License or Other Requirements: Must have access to a dependable auto with appropriate insurance coverage and possess a valid state of California driver’s license. Must submit to a pre-employment agency-paid physical examination, negative tuberculosis clearance test, and criminal record clearance. Employment is conditional pending satisfactory results of all required tests and clearances mentioned above. Periodic physical examinations and TB clearances will be required if hired.

Qualified current or former Head Start parent candidates shall receive priority when filling a Head Start position.