JOB DESCRIPTION

MATERNAL AND CHILD HEALTH SERVICES COORDINATOR

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

1. Coordinate and implement the health, nutrition, mental health, and dental services to children enrolled in the Early Head Start (EHS) program options.
2. Coordinate and implement the EHS Pregnant Women program.
3. Ensure completion of screenings, referral follow-up and treatment, ongoing care, and updates and maintenance of EHS health services records and tracking systems for all pregnant women and children in accordance with state and federal guidelines.
4. Conduct on-site visits to monitor all health, nutrition, mental health, and dental requirements for compliance with program standards.
5. Conduct health visits with women in the Pregnant Women Program within two weeks of child’s birth.
6. Work with local health care providers to ensure the provisions and accessibility of required health services for Early Head Start families and children.
7. Coordinate with career development and training coordinator the health training for Early Head Start staff and parents.
8. Participate as an active member of the Head Start Health Services Advisory Committee, and other outside committees as assigned, that address identified community health and dental needs.
9. Participate in the EHS multi-disciplinary team meetings to discuss children and/or families dealing with multi-issues.
10. Participate in Head Start/Early Head Start management team meetings and planning sessions to assist in the coordination of health, nutrition, mental health, and dental service areas and pregnant women services.
11. Compile and prepare child and family data reports on services provision.
12. Provide input in the development and updating of the health services program plans and related policies and procedures in accordance with federal and state regulations.
13. Attend all required meetings, pre-service, in-service, and other training as required.
14. 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, Licensed Clinical Social Worker, Marriage Family Therapist 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.

- Minimum of an associate’s degree in related field plus 4 additional years of related experience may substitute for the bachelor’s degree. Master’s degree may substitute for 2 years of the required experience. If hired with only an associate’s degree, continued education will be encouraged until completion of bachelor’s degree.

Preferred Criteria: Infant/toddler development units. Work experience with pre/peri-natal programs

Knowledge and Abilities: Fluent bilingual (English/Spanish) skills. Knowledge of Windows and applications such as Word for Windows 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 establish good rapport with other staff, clients, and the general public. Ability to effectively speak before a group, the public or community officials. Ability to take initiative and work with minimum supervision. Ability to 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.