

Responsibilities:

- Responsible for developing, writing and implementing plans and procedures for the Health Services content areas of Health, Health and Safety, Mental Health, and Disabilities.
- Responsible for recruiting members, organizing and conducting regular meetings of the Health Advisory Committee in the four county service area.
- Responsible for monitoring the accuracy of the Child Plus computerized Health Services record keeping system to include the health services 45 day screening deadline, ten percent mandate of children with disabilities, and health follow-up services.
- Ensure all Health Services contractual agreements for Head Start with the local LEA's, Mental Health, and Registered Nurse, local and regional health departments, dentist, optometrist, ophthalmologist, and any other private contractual agreements are approved and signed by the appropriate parties.
- Responsible for making periodic monitoring visits to centers to assess progress in the Health Services content areas of health, disabilities, mental health, and health and safety.
- Work closely and meet on a regular basis with the Education Manager and Family Services Manager for communication and compliance issues.
- Provide Health Services training as needed to staff, parents, and other health service agencies.
- Monitor and file Special Health Care Plans, PIR, Behavior Plans, IEP's, and Mental Health Observations.
- Works directly with a licensed Mental Health Professional to provide mental health consultative services for our Head Start children, parents and staff.
- Interacts with school personnel, therapy providers, etc. when required concerning a child's individualized education program (IEP).
- Assists Family Service Manager with annual Self Assessment process.
- Perform other duties as assigned by supervisor.

Qualifications/Requirements:

- Bachelors Degree in early childhood and/or health or actively enrolled in a degree program.
- Minimum of 3-5 years experience in a health/early childhood related field serving preschool children.
- A minimum of 1-3 years experience in management and related training.
- Ability to analyze information and statistics, and write summary reports.
- Possession of a valid Tennessee Driver's License and maintain insurance at standard vehicle liability rates.
- Periodic physical examinations and tuberculin test upon employment are required.
- Incumbents are subject to a criminal background check and must pass post-offer and random drug and alcohol screening.
- Prefer bilingual (English/Spanish).

Knowledge or Skills:

- Ability to work closely with other health agencies in the counties being served.
- Ability to train staff, parents, and other health agencies.
- Excellent skills, including database, word-processing, internet, and e-mail.
- Excellent verbal, written, and communication skills.
- Ability to work with low-income families and children including those with a disability.
- Ability to communicate effectively with all levels of staff.
- Simultaneously handle multiple projects, which require solution research and implementation.
- Interpersonal skills and the ability to work as a team member.
- Good work ethic and ability to focus on both content area and management level issues.

- Capacity and empathy to work with a diverse population and low-income families and children including those with a disability.

Working Conditions:

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: This job description is not intended to be all inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.

Highland Rim Economic Corporation
06/18/2015

Signature _____

Date _____