

Job Description

Title: HEALTH SERVICES COORDINATOR	Reports to: Health Services Manager
Status: Non-Exempt	Department: Head Start
Skill Level: 5	Pay Grade: 502
Location of Work: Central Office, Houston County	

Description:

Under the supervision of the Health Services Manager this position is to ensure compliance in providing high-quality health, oral health, mental health, and nutrition services that are developmentally, culturally, and linguistically appropriate and that will support each child's growth and school readiness.

Responsibilities:

- Work closely with the Health Services Manager and the Health Services Advisory Committee.
- Maintains detailed, accurate, up-to-date and confidential records including: child health files, health services tracking system in Child Plus and documentation of all activities.
- In tandem with the Health Service Manager, work with the agency Mental Health Consultant in child/staff mental health concerns.
- Collaborate with family advocates with obtaining parental consent for mental health consultation services at enrollment.
- Collaborate with family advocates, education staff, and parents in creating a Behavioral Support Plan for children with multiple Behavior Incident Reports.
- Assist the family advocates, education staff, and parents in carrying through goals of children with mental health referrals.
- Develop collaborative relationships with internal and external stakeholders to educate on ACEs and promote trauma informed care approach with program staff.
- Coordinate with community health providers and community partners to provide services to assist with 45/90 day health requirements.
- Works closely with Family Advocates in obtaining advance authorization from parents or other persons of legal authority for all health and developmental procedures.
- Ensures that children are familiarized with all health services they will receive prior to delivery by assisting teachers with child centered activities in the classroom and instructing parents on how to prepare their children for services.
- Works in tandem with the Health Services Manager in sharing with parents the policies for health emergencies that require rapid response on the part of staff or immediate medical attention.
- Work closely with the Education Coach/Mentor and Health Service Manager in providing support for effective classroom management and positive learning environments.
- In tandem with the Education Coach/Mentor, provide strategies for supporting children with challenging behaviors and other social, emotional, and mental health concerns.
- Responsible for ensuring that within 30 calendar days after the child first attends the program a determination of whether each child has ongoing sources of continuous, accessible health care – provided by a health care professional, and health insurance coverage.
- Collaborate with family advocates and education staff to ensure that health requirements are met and health concerns are identified.
- In tandem with the Health Service Manager, responsible for assisting families in accessing a source of care and health insurance as quickly as possible.
- In tandem with the Health Service Manager, responsible for ensuring within 90 calendar days after the child first attends, the program obtains determinations from health care and oral health care professionals as to whether or not the child is up-to-date on a schedule of age appropriate preventive and primary medical and oral health care.
- In tandem with the Health Service Manager, responsible for ensuring within 45 calendar days after the child first attends, the program obtains or performs evidence-based vision and hearing screenings.
- Work closely with family advocates in obtaining 45/90 calendar day requirements are met, and follow-up care and treatment as needed.

- In tandem with the Family Service Manager, responsible for helping parents continue to follow recommended schedules of well-child and oral health care.
- In tandem with the Family Service Manager, responsible for assisting parents with making arrangements to bring children up-to-date as quickly as possible; and, if necessary, directly facilitate provision of health services to bring the child up-to-date with parent consent.
- Maintains confidentiality of information at all times.
- Attends all trainings, staff meetings, and case management meetings as required.
- Other duties as assigned.

Requirements:

- Minimum of a Bachelor's Degree in a related field, Social Services, Health and or Psychology preferred.
- Advanced computer skills, (i.e. creating documents/forms, database/spreadsheet knowledge etc.), internet and e-mail.
- Valid Tennessee Driver's License.

Skills:

- Ability to utilize various agency resources including technology to appropriately answer questions and provide guidance to staff and parents.
- Ability to communicate (verbal and written) effectively and appropriately with others.
- Ability to work independently as well as in a team environment.
- Ability to understand, interpret and implement policies and procedures.
- Sustained concentration and attention to detail and accuracy.
- Ability to prioritize and manage work load and deadlines.
- Excellent diagnostic and problem solving skills.
- Regular sitting, working at computer keyboard and desk, standing to file misc. documents in filing cabinet.
- Occasional bending, stooping and lifting up to 25 lbs.
- Occasional driving to provide program support.

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.