

## Job Description

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| <b>Title:</b> HEALTH SERVICE MANAGER                    | <b>Reports to:</b> Head Start Director |
| <b>Status:</b> Exempt                                   | <b>Department:</b> Head Start          |
| <b>Skill Level:</b> 3                                   | <b>Pay Grade:</b> 304                  |
| <b>Location of Work:</b> Central Office, Houston County |  |

### **Description:**

Under the direction of the Head Start Director the Health Service Manager is responsible for monitoring, training, and daily oversight of Health/Nutrition Services. The Health Service Manager will create and maintain collaborations with community agencies and Health Providers. This position will collaborate with all members of the Health and Nutrition team to assure that performance standards and Health/Nutrition policies and procedures are implemented consistently across the entire program.

### **Responsibilities:**

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and written plans.
- Oversees Health/Nutrition Services and ensures overall compliance with local, state, and federal standards and regulations
- Ensure on-going monitoring, tracking, follow-up and analysis of health and nutrition services, including 45/90 day health requirements are met.
- Maintain record keeping and reporting systems, including service area plan, schedules, timelines, policies and procedures for health and nutrition services in accordance with Head Start Performance Standards, and applicable federal, state, and local laws and regulations.
- Works in conjunction with the Head Start Director and Executive Director preparing the CACFP annual application.
- Provide supervision, direction and support to staff, to provide feedback, training, and supervision on effective intervention and supportive strategies.
- Act as liaison and representative of Highland Rim Head Start in the community
- Participate, as necessary, in the case review process for children and families, ensuring that children and families receive the health and nutrition services they need on a regular basis.
- Establishes, creates growth and maintains the Health Services Advisory Committee.
- Participates and attends in community health/nutrition organizations throughout the program service areas.
- Establishes and ensures that the agency Mental Health Consultant is utilized as appropriate in child/staff mental health concerns.
- Develop collaborative relationships with internal and external stakeholders to educate on ACEs and promote trauma informed care.
- Ensure that advance authorization from parents or other persons of legal authority for all health and developmental procedures is completed.
- Responsible for ensuring compliance is met with 45/90 health requirements.
- Responsible for sharing with parents the policies for health emergencies that require rapid response on the part of staff or immediate medical attention.
- Facilitate and develop relevant professional development and training of staff. Ensures that staff receive the necessary professional development for their roles.
- Responsible for ensuring that the nutritional needs of and accommodates the feeding requirements of each child, including children with special dietary needs and children with disabilities.
- In coordination with the Nutrition Consultant use a multidisciplinary team approach to provide health and nutrition services to children, families and staff that are culturally and developmentally appropriate.
- Works closely with the Facilities/Transportation Manager and Operations Manager to provide guidance to regarding the assessment and follow-up of safety concerns and hazards.
- Provide clarification and technical support to all staff in implementing all Health and Nutrition policies and procedures.

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- Responsible for and ensures all staff are trained in CPR/First Aid.
- Assumes lead responsibility for setting policies, procedures and written plans for Health Services.
- Completes and submits required monthly reports. Analyzes data for trends, patterns and needs of families and children.
- Works closely with the Operations Manager in the annual self-assessment, community assessment and program information reporting.
- Supervises and maintains accurate written/electronic records; including assessments, special education documentation, screening instruments, anecdotal observations, documents for all transitions and other required forms.
- Manages Disabilities Services; may participate as a member of IEP teams, serves as a liaison between Head Start and LEAs regarding services and placement of children with disabilities; develops interagency agreements with local school districts, serves as staff consultant regarding follow-up services; dual enrollments; and refers children to appropriate disability-related services.
- Maintains confidentiality of information at all times.
- Provides information and support for various grants
- Attends all trainings, staff meetings, and case management meetings as required.
- Other duties as assigned.

**Qualifications/Requirements:**

- Minimum of Baccalaureate or advanced degree, preferably related to one or more of the disciplines they oversee.
- A minimum of 3-5 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 a vehicle liability insurance policy. Ensure a periodic physical examination and tuberculin test.
- Incumbents are subject to a criminal background check and must pass a pre-employment drug test and random drug and alcohol screenings.
- Prefer bilingual (English/Spanish).

**Knowledge or Skills:**

- Ability to communicate effectively verbally and through written correspondence with parents, supervisors, co-workers, and community partners.
- Aptitude to work with community agencies.
- Ability to exercise independent judgment to adapt or modify methods and standards to meet variations in assigned objectives.
- Flexibility and multi-tasking skills.
- Adheres to professional ethics and standards.
- Good interpersonal skills and the ability to work as both a team leader and member.

**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.