

## Highland Rim Economic Corporation

<b>Title:</b> Head Start 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> Head Start Central Office, Houston County	

### **Description:**

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. The Health Services Manager ensures accordance with agency philosophy, goals and values and in compliance with all applicable Federal, State and local laws and Head Start Program Standards at all times.

### **Responsibilities:**

- Adheres to all agency operational Policies and Procedures and written plans in accordance with Federal Performance Standards and state and local guidelines
- Respects and maintains confidentiality and privacy of all records and information of staff, children, and families
- Reports suspected child abuse or neglect as required by law in accordance with agency policy and procedures and state guidelines
- Oversees Health/Nutrition/Mental Health/Disabilities 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, mental health and disability services, including 45/90-day health requirement compliance is met
- Maintain record keeping and reporting systems including service area plan, schedules, timelines, and policies and procedures for health, nutrition, mental health, and disabilities in accordance with Head Start Performance Standards and applicable Federal, State and local laws and regulations
- Works in conjunction with the Head Start Director, Executive Director and Fiscal Officer 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
- Participates and attends in community health/nutrition/mental health/disability organizations through the program service areas
- Establishes, creates growth, and maintains the Health Services Advisory Committee
- 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

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- Ensure that authorization from parents or other persons of legal authority of all health and developmental procedures is completed
- Responsible for sharing with parents the policies for health emergencies that require rapid response on the part of staff or immediate medical attention
- Trains on and incorporates Conscious Discipline in classrooms
- Facilitates 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 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 safety concerns and hazards
- Provide clarification and technical support to all staff in implementing all Health and Nutrition policies and procedures
- Works in conjunction with Facilities Manager to ensure CPR/First Aid is current and up-to-date
- 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 Family Services Manager in the annual self-assessment, community assessment and program information reporting
- Supervises and maintains accurate written/electronic records, including assessment, special education documentation, screening instruments, observations, documents for all transition and other required forms
- Manages Disabilities Services and may participate as a member of IEP teams, serve 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
- Provides information and support for various grants
- Attends trainings, staff meetings and case management meetings as required
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities
- Ensures workspace is kept clean and organized
- *Performs other duties as assigned to meet the needs of the organization*

### **Qualifications/Requirements:**

- Minimum of Bachelor's Degree or advanced degree, preferably related to one or more of the disciplines they oversee
- Possession of a valid Tennessee Driver's License and maintain a vehicle liability insurance policy

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- Ensure a periodic physical examination and tuberculin test
- Incumbents are subject to a criminal background check and must pass pre-employment/random drug screenings
- Prefer bilingual (English/Spanish)

### **Knowledge or Skills:**

- 4-5 years supervisory experience, proven ability to function as a leader and team member
- Proficient in written and verbal communication
- Organizational, decision-making and multi-tasking skills
- At minimum, basic computer literacy
- Adheres to professional ethics and standards
- Ability to analyze information and statistics, and write summary reports
- Good interpersonal skills and the ability to work as both a team leader and member

### **Physical Requirements:**

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 (50) fifty pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Travel up to 25-50%.

*The required physical demands described above are not all inclusive in describing the demands 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.*

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_