

INCA Community Services

Job Description



Title:	Health Service Manager	Reports to:	Head Start Director
Program:	Head Start/ Early Head Start	Status:	Exempt/Full Time - Full Benefits
Approved:	June 2019	Wage:	(see Salary Scale)
Benefits: Health and Life Insurance, Sick and Annual Leave, Funeral Leave, Retirement Program (401k), Social Security, Worker's Compensation Insurance and Unemployment Insurance. All paid holidays.			
<i>This position has a recurring access to a vulnerable population.</i>			
Job Summary:			
Provides oversight of health, nutrition and disabilities services to children and families of INCA's Head Start and Early Head Start Program. Works with CACFP Manager in the planning, implementation and coordination of the nutrition component as mandated by Federal Head Start Standards. Responsible for promoting child wellness through nutritional services and engage families in nutritional activities that broadens experiences. Promotes collaboration and integration with all other components to ensure that Head Start Performance Standards are met. Serves as a liaison and works with community agencies and organizations associated with the Head Start and Early Head Start Program.			
Essential Functions: <i>The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.</i>			
<ul style="list-style-type: none">● Responsible for the coordination, recruitment, participation and outcomes of the Health Advisory Committee in accordance with Head Start Performance Standards, in order to ensure compliance and improvement of the Head Start Health Component.● Responsible for writing the health services and nutrition plans, policies and procedures and updating annually in collaboration with other managers, parents and staff.● Makes periodic inspections of Head Start and Early Head Start Classrooms to ensure compliance at the classroom level of Health and Disabilities Head Start Performance Standards. Assist/direct teaching of needed improvements.● Responsible for advising Head Start / Early Head Start Director, management and classroom staff on health related issues relevant to Performance Standards and recommended methods of compliance.● Assures compliance with program standards in the area of appropriate health, nutrition, and disabilities education materials for classroom and parent education.● Works with CACFP manager in securing vendors for health, nutrition and disabilities component equipment and supplies.● Must be knowledgeable of health, nutrition and disabilities components and maintain current on issues and policies in related areas.● Responsible for reporting and keeping staff advised in health, nutrition and disabilities related issues.			

- Monitor the child health records, responsible for assuring current, timely and accurate child health related data and information is collected and maintained in the agency tracking system to meet the guidelines of the Head Start Performance Standards and assure proper child health, nutrition, and disabilities related issues are handled in a progressive and timely manner.
- Works closely with classroom teachers/ Family Advocates to assure transportation to and from related appointments are provided.
- Responsible for assuring that appropriate follow-up and referrals are made and documented.

Health and Dental Responsibilities and Duties

- Responsible for the preparation, updates and implementation of the plans for Health and Dental.
- Oversight of all health related, contractual agreements.
- Responsible for locating local providers for needed services to secure “medical home: for all children and families.
- Coordinates all health related screenings and follow-ups and ensures program compliance with the Head Start Performance Standards. Monitors and ensures that child health screening is done within 45 days.

Disabilities Responsibilities and Duties

- Responsible for the preparation, updates and implementation of the plan for disabilities.
- Oversight of all disabilities related, contractual agreements.
- Responsible for arranging and/or developing an individual education plan (IEP) for disabled children with a multi-disciplinary team consisting of parents, staff, LEAs professionals.
- Responsible for training teachers to use the IEP as a working document in the classroom.
- Provide training for staff and/or parents on disabilities services to meet the special needs of children, including professional consultant, workshops, in-service training and special education training.
- Supervising teacher preparation of monthly IEP progress reports and documentation.
- Responsible for the assignment, training, and certification of staff (One-on-One) to work with children who have IEP's requires additional staffing.
- Observes screens and refers children exhibiting behavior or symptoms applicable to a disability for diagnostic services.
- Incorporate cultural preferences, special dietary requirements and feeding requirements for children with disabilities. Assist in the development of individual health plans for children identified as being nutritionally at risk.
- Counsel with parents and agency staff concerning a child’s special needs, including diagnosis/treatment and supervision for the appropriate referral process/parent consent procedures.
- Assure proper child disability related issues are handled in a progressive and timely manner.
- Monitors children disabilities records, responsible for assuring current, timely and accurate child’s disability related data and information is collected and maintained in the agency tracking system to meet the guidelines of the Head Start Performance Standards.

Nutritional Service Duties:

- Provide resource materials and methods to the Education Manager for inclusion in the curriculum on food related activities and how mealtime can be used to meet the developmental and socialization needs of children.
- In coordination with CACFP Manager reviews all children’s nutrition assessments and health records to determine any follow-ups or special dietary needs.
- Provide nutritional counseling to parents regarding concerns of their children, including information on obesity, anemia, food allergies and other nutritional concerns.
- Plan and present training for parent meetings in each/or any center, on nutrition, consumer education; make recommendations as needed.
- Responsible for the creation of the IHP (Individual Health Plan) for children with an epi-pen.

General Duties:

- Attend work punctually and regularly to provide consistency of service.

- Attend upon request all staff and other appropriate meetings, training and conferences some of which may require out-of-town travel and evening/overnight attendance.
- At all times maintain a professional attitude and confidentiality of all records and information.
- Demonstrate commitment to mission, values, and policies in the performance of daily routines.
- Perform other program-related assignments as designated
- Present a positive image of the agency to members of the community.

Supervisory Relationships:

Works under the general direction of the Head Start Director. Works closely and coordinates with managers and classroom staff in respect to meeting all health, nutrition and disabilities performance standard requirements.

Knowledge and Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- Ability to establish and promote relations, helping others to grow, ability to lead groups and teach others.
- Ability to adapt to change, “dealing” with the new situation, to define strategies and solutions.
- Ability to talk to others to convey information effectively.
- Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Service Oriented - Actively looking for ways to help people.
- Knowledge of principles and practices of management of complex programs and operations.
- Ability to plan, organize and administer early childhood and/or family support services programs.
- Ability to develop, interpret and implement policies and procedures.
- Ability to travel from location to location to attend meetings and monitor program activities.
- Must be able to communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

Qualifications:

Education:

- Bachelor Degree in health, nutrition or disabilities related areas preferred.
- Prefer coursework in early childhood education.

Experience:

Experience in the healthcare field, i.e., nursing, public health, clinics, physician’s office, nutrition or special needs, or Head Start Management preferred.

General:

- Automobile and insurance, valid Oklahoma driver’s license,
- OSBI clearance, physical, character references, pre-employment drug testing are required.
- Must be able to stoop, bend, crawl, kneel, stretch and lift and/or carry children up to fifty (50) pounds.
- Must be willing to work in a noisy, often stressful environment.

Physical Requirements: Employee must be able to:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform the essential functions of the job with or without reasonable accommodations.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.

- Enter data into a computer terminal, operate mainframe/personal computers, operate standard office equipment and dial a telephone.
- Operate a motor vehicle.
- Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull and move lift and 60 pounds to waist height.

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Acknowledgment: I acknowledge receipt and understand the contents of this job description.

Signature of Employee:		Date:	

