

Health Coordinator

Job Function: Responsible for the administration, coordination and implementation of entire Health Services Delivery Plan, including Medical, Dental, Nutrition and Health education as stated in the Health Start Performance Standards. Percentage of time: 50% Health 25% Dental and 25% Nutrition.

Qualifications:

- RN or LPN with current State of Montana license or other related field with public health component.
- Previous experience with child oriented family health care; preferably a childcare facility.
- Administrative experience and training.
- Knowledge of and interest in child and family health care which includes preventive, early intervention and health maintenance.
- Ability to communicate and function with various professional and community groups.
- Ability to assess child, parent and staff health education needs and to implement training plan based on needs assessment.
- Experience taking health histories, planning, tracking, recording and ensuring all follow-up is completed.
- Demonstrates understanding of child growth and development.
- Have basic working knowledge of computers. Have willingness to learn the Child Plus program used at Head Start.
- Have a current First Aid and CPR card.
- Promotes team building and professionalism with all staff in a cooperative and appropriate manner.

Specific Duties:

- Must complete (interview format) Health History forms with all families.
- Must provide, or ensure provisions of all required screenings. (Height, weight, visual acuity/strabismus, audiometric, hematocrit/hemoglobin development).
- Must follow up on all medical and dental exams.
- Must confer with physician prior to child's physical or dental if a special need or disabling condition is suspected.
- Facilitates the organization of the Health Advisory Board and utilize the committee in the planning, implementation and evaluation of the health component.
- Must develop and implement a plan for ongoing health/safety education for children, parents and staff.
- Must keep accurate and up-to-date health records on all enrolled children.
- Reviews evaluated and interpret health records, vital statistics and other data affecting health services.
- To ensure that Head Start children have immunizations that are current.
- Is aware of and promotes environmental health and safety practices.

- Facilitate the organization of a safety committee with in Head Start to include staff and parents that will help implement safety regulations.
- Assists the family in assuming the primary responsibility for their own health care including providing a listing of health component requirements.
- Must identify and utilize state and local resources for the health program.
- Responsible for coordinating all first aid and medical/dental supplies.
- Must attend staff, parent and community meetings as required.
- Participates in on-going educational trainings when possible with experiences to ensure up-to-date skills and continuing professionalism.
- Responsible for compliance with all Health and Nutrition including written plans, as detailed in the Head Start Performance Standards.
- Develops and promote staff and community team approach in the provision of Health Services.
- Promotes in conjunction with other Head Start staff active parent involvement in the total Head Start Health Program.
- Must implement policies and procedures that include all accident or illness plans and update plans as needed.
- Develop and implement a Safety plan and update (yearly) along with other staff in accordance with OSHA and federal, state and local safety regulations.
- Up date the annual Health services Plan in conjunction with the Health Advisory Board, Policy Council and other staff members.
- Responsible for supervision and evaluation of Kitchen and Housekeeping staff. Ensures that kitchen is adequately staffed.
- Evaluates children in the center who are ill or have had an accident and make any necessary referrals.
- Work with Education Services Coordinator from initial assessment of children to follow-up activities.
- Understands that confidentiality must be maintained concerning children, families and staff.
- Works with all staff to maintain good communication about children and their families.
- Works with all staff to maintain staff morale and team approach.