

Health Coordinator

REPORTS TO: Deputy CEO (PHS)/EHS Program Manager (EHS)

FLSA STATUS: Exempt

STATUS: Full-Time, 52 weeks, 40 hours per week

SAFETY SENSITIVE: Yes

Job Summary:

Responsible for planning, developing and implementing Health and Nutrition content area, including monitoring, analyzing, and providing feedback concerning Content systems within the Head Start Program.

Essential Functions:

The Health Coordinator will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Health Coordinator responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Health Coordinator will demonstrate competency to perform essential functions that include:

- Plans and assures quality program policy and procedures are provided and meet all current trends regarding evidence-based practice techniques and brain research as well as compliance with codes of all local, state and federal agencies.
- Establish recordkeeping and monitoring systems to assure program quality. Establish and maintain effective recordkeeping systems.
- Provide workshops, training and/or technical assistance in Head Start ERSEA, Child Protective Services and family services topics that are research based to staff, families, and community in large and small group settings or individually as needed.
- Develop, analyze and monitor Health Services budget.
- Communicates effectively with co-workers and community members. Attend and/or facilitate meetings to meet the needs of the program area.
- Promote consistent exchange of information in all directions by communicating in a professional manner through verbal/written means while maintaining confidentiality at all times.
- Secure and/or facilitate Memorandum of Understandings, interagency agreements, and/or contracts and resources as needed.

Minimum Requirements:

- Bachelor's Degree in Health, Nutrition, ECE, Education or related field. Master's Degree preferred. All education must be from an accredited institution.
- Certification from an accredited Food Protection Managers Program within 30 calendar days of hire.
- Two years supervising adults, committees, and workgroups, budget management and grant/proposal/contract writing.
- Five years providing health/nutrition services to preschool programs.
- Requires advanced computer skills including Excel, PowerPoint, Word, Access, internet, and email.
- Arizona's driver's license, proof of insurance, fingerprint card, Social Security card, CPR & First Aide, and provide a vehicle for program business.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Employee must be able to speak, read, write, and understand English.

Knowledge, Skills, and Abilities:

- Knowledge of Head Start Procedure Standards required.
- Possess excellent oral and written communication skills.
- Demonstrate the understanding of CPS reporting system, signs and symptoms of child abuse and neglect.
- Knowledge of Child and Adult Food Program (CACFP) and how to implement per position.

Physical Requirements:

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen

in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

Acknowledgment:

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position, and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

Employee Signature

Date