

Head Start Child & Family Development Centers, Inc. Job Description

Title: Health Services Manager
Class: HS-5
Supervisor: Executive Director
Office Location: La Crosse

Revised: 3/10

Job Summary:

The employee in this position provides support and directs services to staff and families as they deal with Health, Mental Health, and Nutrition related issues; coordinates Head Start Health, Mental Health, and Nutritional services to ensure compliance with related Head Start performance standards. This person will be expected to exercise initiative, discretion and independent judgment in accomplishing assigned tasks.

Job Responsibilities:

- Implement and monitor the quality of child health services, safety, nutrition and mental health components of the Head Start program;
- Coordinates with teaching staff and other program managers to provide services to children and their families;
- Compiles all health information required by the program; prepares reports as necessary;
- Provide and/arrange for health related training needs for staff and parents and assist classroom teachers with health related curriculum;
- Serves as a resource and liaison to the health and nutrition community and networks within the health care and nutrition community;
- Acts as a health professional resource to Head Start staff and families;
- Provides vision and hearing screening on all children as needed and makes necessary referrals;
- Maintains current health records on all staff and children in compliance with Day Care Licensing regulations and Head Start performance standards;
- Documents information in children's health files as needed;
- Utilizes local and state resources for implementation of the health component;
- Facilitate and organizes the Health Services Advisory Committee and utilizes the committee in planning, implementation, and monitoring of the health, mental health, and nutrition plans, meetings to be held at least once per year;
- Responsible for overall planning, administration, and implementation of the health component;
- Prepares and executes health, mental health, and nutrition plans in compliance with Head Start performance standards and Day Care Licensing regulations;
- Promotes environmental health and safety practices;
- Monitors health components to ensure compliance with Head Start performance standards to include written monthly reports to the Policy Council and Executive Director;
- Completes required billings for health care needs of children and staff;
- Participates in staff meetings, assists in interviewing and hiring of staff;
- Attends in-service trainings and continuing education opportunities in the health component areas; and
- Performs other duties as assigned;

Supervisory Functions:

- Supervises the Nutrition Consultant and Mental Health Consultants.

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Qualifications:

- RN Licensure with BSN degree
- Training and/or experience in public or community health, nursing, health education, maternal and child health, or health administration.
- Demonstrated computer literacy in email and word processing applications;
- Ability to pass criminal background check and health screening; and
- Possess a valid driver's license and access to an insured motor vehicle; required to travel to four county area (La Crosse, Vernon, Monroe, and Crawford counties) to facilitate assignments to classroom sites, meetings or other off-site destinations.

*Current and former Head Start parents are given preference for hire into positions for which they are qualified.

*Candidates for hire into all HSCFDC, Inc. positions must be comfortable working with diverse ethnic, racial, and religious backgrounds of the communities in which they are applying for work, and must be able to effectively communicate with the children and families of this community.