COMMUNITY ACTION AGENCY OF COLUMBIANA COUNTY, HEAD START

7878 Lincole Place – Lisbon, Ohio 44432
(330) 424-6693 - Fax (330) 424-4182

JOB DESCRIPTION

CAA MISSION: To provide affordable, comprehensive, and quality services that will strengthen the community and lead to self-sufficiency.

HEAD START MISSION: To improve educational outcomes and well-being of children and strengthen the families we serve.

Position: Health Services Coordinator
FLSA Status: Non-exempt, full-time – 40 hours per week
Work Days: Monday – Friday, typically full year
Supervisor:

JOB SUMMARY: The Head Start Health Services Coordinator is responsible for assisting the Health & Nutrition Manager and work in conjunction with the Programs Service & Licensing Manager as outlined in the Head Start Performance Standards sections 1304.20, 1304.22, 1304.52 (j) (1) - (3), and 1304.53 (k) (1) – (3). Sections 1304.20 and 1304.22 are the primary responsibility Health and Nutrition Manager, to be completed by the Health Services Coordinator. The Health Services Coordinator must work under the direction of the Health and Nutrition Manager with other Content Managers where so indicated throughout the program Service Plan.

The Head Start Health Services Coordinator will be in a probationary period for the first 90 days of receiving the position. Job performance will be measured within 90 days of receiving the position and annually thereafter.

SPECIFIC RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

ESSENTIAL FUNCTIONS:
I. Adheres to and follows:
   ➢ All state child care licensing requirements including reporting child abuse, following child health and safety procedures, and obtaining, maintaining, posting, and submitting written records.
   ➢ All agency’s/program’s policies and procedures including the Classroom Management Policy, Confidentiality Policy, and Dress Code Policy.
   ➢ Represents the agency in a positive manner at all times and is a positive role model for staff.
Maintains regular attendance in accordance with CAA Personnel Policies and follows agency call-off procedures when absent.

**RESPONSIBILITIES:**

II. Ensure Head Start Performance Standards section 1304.20 and 1304.22 requirements are being met:

- **Child’s Health:**
  1. Determine if and ensure that each child enrolled in the program has a medical and dental home within 90 days of entry
     a. In conjunction with Family Advocates, discuss, support, and assist parents in securing proper health care
     b. In conjunction with Family Advocates, obtain or arrange further diagnostic testing, examination, and treatment for each child with an observable health condition and develop and implement a follow-up plan for any condition identified.
     c. Notify parent/guardian immediately when a health concern is suspected
  2. To be compliant with state licensing, ensure each child has an up-to-date physical exam on file within their first 30 days
     a. Ensure children remain up-to-date and submit a new physical exam within 13 months of the last one on file
  3. Ensure each child turns in an up-to-date dental exam within 90 days of entry
     a. In conjunction with Family Advocates, ensure each child receives any needed dental follow-up and turns in documentation of completed work
  4. Ensure each child turns in a record of immunization or exemption of immunizations prior to entering the classroom
     a. Enter record into ChildPlus, review to ensure the state minimum immunizations are received
     b. In conjunction with Family Advocates, ensure children are up-to-date and remain up-to-date with immunizations recommended by the Ohio Department of Health
  5. In conjunction with Family Advocates, ensure each child has medical insurance
     a. Notify the Head Start Director when a family has no source of funding to provide needed follow-up health and/or dental care

- **Health Screenings:**
  1. With parent/guardian permission, complete vision, hearing, lead and hemoglobin screenings on all newly enrolled children within 45 days of the child’s first day of attendance.
     a. Screenings must be linguistically and age appropriate
b. Provide parent/guardian with results and referral when needed

➤ Training/Education:
   1. Provide parent/guardian with information on how to prepare their child for exams and screening
   2. Provide parent/guardian with educational materials and training about health related concerns and issues

➤ Licensing:
   1. Ensure each child’s licensing paperwork is completed correctly and on file prior to the child’s first day
      a. Student Release
      b. Child Enrollment and Health Information JFS 01234
      c. Any needed Child Care Plan for Health Conditions or Medical Procedures JFS 01236
      d. Any needed Request for Administration of Medication JFS 01217

III. Health/Dental Supplies:
   ➤ Ensure there is an adequate stock of needed Health/Dental Supplies
      1. Fill Center Health/Dental Supply Orders

IV. Child Nutrition:
   ➤ Enter growth assessments in ChildPlus
   ➤ Fill out CACFP daily logs for staff
   ➤ Track month paper such as attendance, menus, temperature logs, school invoices and physical inventories from centers
   ➤ Monitor centers to comply with CACFP and Head Start meal requirements
   ➤ Assist with food orders and menus as needed

V. Record Keeping:
   ➤ Enter all health information in ChildPlus for tracking
   ➤ Request physicals and/or dentals from physician/dentist offices
   ➤ Track all children’s health services ensuring each child remains up-to-date on a schedule of age appropriate well and preventative care according the State Early and Periodic Screening, Diagnostic, and Treatment (EPDST)

VI. Other responsibilities deemed necessary by your supervisor, but not limited to:
   ➤ Responsible for generating a portion of program In-Kind as determined by accessibility to community services, resources, and donations available and related to service area

EDUCATION/SKILL QUALIFICATIONS:
1. Must have a minimum of an AA Degree in Nursing, Public Health, Health Education, Health Administration, or a health related field. Certification and/or licensure (CMA, LPN, or RN), preferred.
2. Experience working with young children and competing various health screenings with young children.
3. Experience working in a non profit or public health, preferred.
4. Understanding of state licensing rules and regulations.
5. Excellent written and oral communication skills.
6. Valid driver’s license/reliable transportation/automobile insurance coverage.
7. Proficient Computer skills.

C. PHYSICAL REQUIREMENTS:
1. Ability to work in a fast-paced and often high-stress environment as well as the ability to adapt quickly to workload changes.
2. The employee must be able to lift and/or move up to 50 pounds.
3. Drive from site to site and maintain reliable transportation and insurance.

D. WORKING CONDITIONS:
1. Various noises associated with an office setting.
2. Various noises and behaviors associated with the 3 – 5 year old children.
3. Travel from site to site as requested.

ADDITIONAL REQUIREMENTS/CONDITIONS OF EMPLOYMENT:
1. Local Bureau of Criminal Investigation and Federal Background checks.
2. Physical exam (update every three years) including drug testing.
3. Training in First Aid, CPR, Child Abuse, Communicable Diseases, and Fire Safety.
4. Continuing Education credits or units.

RECEIPT ACKNOWLEDGEMENT/SIGNATURE:

I, ____________________________________________, have read the Health Services Coordinator job description and reviewed it. I understand the essential functions and requirements of the job. I am encouraged to address any concerns and/or questions that may arise while performing this job with my supervisor.

__________________________________________
Signature of Employee

________________________
Date