



**COMMUNITY ACTION PARTNERSHIP  
Dickinson, North Dakota**

**Position Description**

**Department:** Head Start/Early Head Start **Status:** Non-exempt  
**Position Title:** Health Coordinator **Grade Level:** E  
**Immediate Supervisor:** Head Start/Early Head Start Director

**Management Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All position descriptions are subject to change as business requirements dictate.

**A. GENERAL SUMMARY OF RESPONSIBILITIES:**

Responsible for utilization of resources to ensure optimum health care and development of Head Start/Early Head Start (HS/EHS) participants and family members.

**B. SPECIFIC JOB RESPONSIBILITIES:**

The job responsibilities listed do not include all the specific tasks which the employee may be expected to perform.

1. Demonstrated support for the agencies mission, goals and values.
2. Participates in strategic planning of the agency and programs and direction of the programs.
3. Assists the Program Director by keeping within the fiscal constraints of the budget.
4. Assists in the development and support of Personnel Policies, Health related policies & procedures and job descriptions.
5. Identifies professional and organizational issues and trends suggesting action, facilitating change and participates in restructuring of programs and services.
6. Maintains staff, client and agency wide confidentiality at all times.
7. Serves as liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.
8. Prepares various statistical and narrative reports to meet all Agency, Government and Grant requirements.
9. Attends meetings, workshops, and training sessions as required by the Program Director.
10. Participates on program related committees as approved by the Program Director.
11. Is required to travel by ground or air to meetings, conferences, trainings, etc.
12. Provides and oversees health related training, as well as assisting with safety training within the department and for the Head Start/Early Head Start families.
13. Manages the department inventory, as well as, securing necessary equipment and supplies.
14. Continues professional growth through educational and training experiences in their field.
15. Ensures all Health and Nutrition standards are maintained for the Head Start/Early Head Start program and assists with safety standards.
16. Performs employee physicals for all Head Start/Early Head Start staff.
17. Manages the TB assessments for all staff and reviews staff assessments annually.
18. Prepares for and coordinates Health Component Self-assessment with the assistance of the Head Start/Early Head Start Director.
19. Participates in the Program Parent Committees with the other coordinators.
20. Supervises the maintenance of a complete health record for Head Start/Early Head Start children.
21. Develops policies, procedures and forms for the Health/Safety and Nutrition Component.
22. Ensures compliance with safety and sanitation standards; monitors on an ongoing basis.
23. Collects data for quarterly Health/Safety checklists, as needed.

24. Ensures complete Health/Dental/Nutrition screenings, assessments, referrals and follow-up treatments are accomplished and implements programs to meet the needs of the participants and their families.
25. Develops individual child health plans with families and provides appropriate training for staff.
26. Provides medication administration training for classroom staff giving specific medications yearly and as needed.
27. Monitors incident reports to identify a safety concern.
28. Participates in child & family team staffing, as needed.
29. Remains current on early childhood ND health issues related to children and their families.
30. Coordinates and facilitates the Health Advisory Committee.
31. Provides dental, nutritional and health education in the classrooms/socializations.
32. Assess children's illnesses and injuries as needed, call parents and complete required paperwork.
33. Write and revise all health related policies and procedures as needed.

### **HEAD START**

1. Collaborate with Special Service staff regarding children with special health needs, and attend IEP meetings as appropriate.

### **EARLY HEAD START**

1. Collaborate with state and local agencies in the provision of health services for pregnant women, infants, toddlers and their families.

### **C. SUPERVISORY RESPONSIBILITIES:**

1. Manages Human Resource activities to include: interviewing, recommendations for hiring, work improvement plans, disciplinary actions and recommendations for termination.
2. Supervise Head Cook and Health Office Assistant performance and progress within the department and completes performance evaluations in a timely manner.
3. Supervises Head Cook and Health Office Assistant by clarifying expectations, level of authority, accountability and responsibility.

### **D. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):**

#### **Required**

1. Current license as an LPN in the State of North Dakota, RN preferred.
2. Two years full-time experience working in the health care profession.
3. General knowledge in pediatrics, family health and health education.
4. Experience working with people from various socio-economic and educational backgrounds.
5. Must possess a valid driver's license and insurable driving record.
6. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
7. Experience in planning, and presenting workshops, group informational presentations and media packets/recordings.
8. Demonstrated ability to effectively communicate both in written and oral forms.
9. Proficient with computers and software to include Windows, Internet, Microsoft Office software and other office equipment.
10. Current CPR and First Aid Certification within 6-months of hire.

### **E. PHYSICAL DEMANDS:**

#### **Constantly:**

Vision correctable to near 20/20

#### **Frequently**

Sitting, walking, stooping, crouching, kneeling, reaching horizontally and vertically, standing, bending, balancing, use of arms, legs, hands, and feet and fine motor skills, color discrimination, peripheral and depth perception, talking and hearing, running, climbing stairs and ladders, crawling, twisting and turning trunk, rapid mental-muscular coordination, reaching down and overhead, pushing and pulling, lifts and carries up to 25 pounds.

**F. WORK ENVIRONMENT:**

Frequently

Works indoors in an environmentally controlled area.

Occasionally

Works with communicable diseases, irritant chemicals, sprays and mists. Uses Personal Protective Equipment e.g. gloves, safety glasses or face shield, mask and protective body shielding to prevent exposure to contaminants. Position may require the need to work non-traditional work hours as assigned by Program Director.