

# York County Community Action Corp.

## Children's Services

### Health and Nutrition Manager

#### Job Description

**REPORTS TO:** Head Start Director

**STATUS:** Non Exempt, Full-Time

**PAY GRADE:** 7

**EMPLOYMENT PERIOD:** 52 weeks a year @ 40 hours a week

**PURPOSE:** The Health and Nutrition Manager works under the direction of the Assistant Director of Children's Services and is available to center staff and program management to assist with the health needs of children; collaborating with other health providers to implement program health/nutrition requirements. The Health and Nutrition Manager contributes to ensuring the agency's full compliance with the Head Start Performance Standards and provides direction and leadership for the health and nutrition components. The Health and Nutrition Manager oversees the nutrition as well as health components of the Head Start and Early Head Start Programs. This person must be willing to travel and have own vehicle.

#### **RESPONSIBILITIES:**

1. Assures implementation of the Health/Nutrition program goals as specified in the written program plans, performance standards, agency policies and child care licensing regulations.
2. Reviews completed Health/Nutrition forms and information. Provides follow up as needed.
3. Ensures that all Head Start and Early Head Start health information is entered into the child database system to ensure timely follow-up and ongoing health care.
4. Provides staff with information regarding medications. Conducts or coordinates training on medication administration according to program policies and Dr.'s recommendations.
5. Provides designated staff, upon hire during new staff orientation, and as needed with training and technical assistance around Head Start and licensing requirements and program expectations.
6. Explores health problems referred by Supervisors and Managers. Attends all Health Care Meetings on children with health concerns and facilitates the development of an Individual Health and Nutrition Plans.
7. Supervises Health/CACFP Data Coordinator; supporting, collaborating, discussing and sharing information.
8. Provides nutrition guidance and education for Head Start and Early Head Start children and parents, referring as necessary for further assistance.
9. Completes the USDA annual contract an monitoring requirement, riders and monitoring requirements
10. Visits all centers three times year for ongoing USDA monitoring, or delegates as appropriate.
11. Meets with Classroom Staff and Center Supervisors to share results of USDA monitoring and provides support as needed to ensure any follow up that is needed is complete.
12. Provides support and training on sanitation, food practices, and nutrition.
13. Implements and plans menus with staff and parents.

14. Reviews and changes forms when needed i.e. menus, portion menus, special diet forms and health forms.
15. Completes cost comparisons and procurement process and orders food.
16. Oversees quality control of food received from vendors.
17. Oversees deliveries of food to centers and codes food slips.
18. Completes projections for USDA reimbursement at least 6 weeks prior to grant application due date, or when requested at other times by the Director of Children's Services.
19. Performs other duties as assigned, or as necessary to fulfill the position
20. Provides oral health education to Head Start & Early Head Start children and parents, as needed. Acts as resource and referral. Monitors and follows-up on oral health concerns.
21. Reviews results of lead testing for children.
22. Schedules and oversees health & dental clinics.
23. Reviews results of Tuberculosis screening and determines need for follow-up.
24. Provides health information for parents and staff. Acts as a resource for health curriculum ideas. Provides training as needed to Parent Committee groups or staff.
25. Provides health education information for parent newsletter.
26. Facilitates and leads planning for Head Start screening days.
27. Responsible for scheduling and/or training staff in CPR / First Aid.
28. Oversees staff health requirements and ensures compliance.
29. Works in collaboration with Family Engagement/ ERSEA Manager & Family Liaisons to support health and nutrition requirements and screenings.
30. Completes monthly health reports for each caseload to be utilized for follow-up, as needed, and attends monthly supervision meetings to discuss support needed.
31. Accompanies staff on home visits for health-related concerns at the request of parents or staff.
32. Responsible for updating the program's Exposure Control Plan and assists with the Program Plan, health forms, and the Health Manual yearly.
33. Completes the State Immunization Report.
34. Oversees inventories of first-aid kits and backpacks are up to date.
35. Attends appropriate training workshops, conferences and the State Head Start Health Coordinators meetings. Shares information with appropriate supervisors/managers, as directed by the Assistant Director of Children's Services.
36. Attends case management meetings on request for children with significant health and/or nutrition needs.
37. Participates in Management Team meetings.
38. Provides input for health emergency procedures and information; as well as develops policies and procedures to ensure that Head Start performance standards, licensing regulations and best practices are followed.
39. Oversees the membership of an active Health Advisory Committee, which includes health professionals from the community, and holds a minimum of two meetings a year.
40. Assists in the assurance of effective Head Start representation through participation with other community agencies/groups under direction of the Director of Children's Services.
41. Reviews for accuracy and thoroughness health information for the Program Information Report.

- 42. Makes community connections with local doctors, dentists, and other community providers.
- 43. Meets regularly with the Assistant Director of Children’s Services for supervision.
- 44. Cleans office, and assists in keeping common areas within the building neat and clean.
- 45. Adheres to all program policies
- 46. Completes other tasks as assigned, or as necessary to fulfill position.

**QUALIFICATIONS:**

- 1. The Health and Nutrition Manager must have Bachelors degree in Health Education, Nursing (RN, LPN, MPH), Public Health or related field;
- 2. Must have work experience in a pediatric interest;
- 3. Ability to effectively motivate and supervise employees with diverse capabilities and jobs;
- 4. Strong written and oral communication skills, as well as general management ability;
- 5. Must not have an active record on the System for Award Management (SAM) website;
- 6. Confidentiality is a requirement of this position;
- 7. Willingness and ability to travel occasionally in and out of state.
- 8. Proficiency in Microsoft Office Suite and child data base systems, is preferred

**Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.**

*Staff is responsible for welcoming parent and community volunteers to bolster partnerships and In-Kind donations, all staff are responsible for initiating and documenting donations.*

*In order to meet the needs of families and the program, staff must be available in the evenings for parent meetings, recruitment efforts, home visits, etc., as necessary.*

*Staff must show proof of a valid license and insurance annually.*

**Responsibility for Safety and Health:**

- 1. Follow established standard and safety precautions in the performance of all duties.
- 2. Report to the Operations/ Special Initiative Manager any hazardous condition or equipment immediately.
- 3. Attend required safety trainings.

**Physical Requirement:**

Physical Essential Functions of the position

Bending	O	Sitting	F	N (Not applicable)
Carrying	O	Standing	O	O (Occasionally) on/off up to 3 hrs. per day
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	O	Walking	O	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	O	40 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	20 lbs. or less	O	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission

of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I will obtain an initial health examination upon an offer of employment that includes a screening for Tuberculosis. Employee is responsible to have a physical every other year at own expense and on own time. A physical form provided by the Central Office must be filled out and signed by the physician, then returned to the Health and Nutrition Manager. I will ensure that I receive periodic re-examinations and/or screenings as recommended by my health care provider.

In addition, as required by state licensing, for staff born after 1956, the facility shall obtain and have available a Certificate of Immunization for measles, mumps, rubella, tetanus and diphtheria. A laboratory blood test proving immunity may also be accepted. Documentation of immunity against measles, mumps, and rubella is not required for staff born prior to 1957. No person shall be required to provide such documentation if she/he provides in writing the opposition for sincere religious reasons or philosophical reasons or provides written documentation from a physician that such immunization is medically inadvisable.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **HEALTH and NUTRITION MANAGER** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or with-out notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

**I certify that I have read and received a copy of the job description for the Health Manager. I understand that this job description may change at management's discretion. I meet the required qualifications for this job and can perform the essential functions, with or without, reasonable accommodation. I understand the duties and agree to carry out these responsibilities as presented.**

\_\_\_\_\_  
Employee (print) name:

\_\_\_\_\_  
Employee' Signature

\_\_\_\_\_  
Date

**I have thoroughly discussed the job description and expectations of this position with the employee whose signature appears above.**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date