

SHASTA HEAD START CHILD DEVELOPMENT, INC

Health Services Manager

Supervisor: Deputy Director

Classification: Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

The Health Services Manager is responsible for planning and administering the health, and nutrition services for children and families. Services must be coordinated with staff in other program content areas, and must include ongoing assessment of the quality of services provided.

Essential Duties and Responsibilities

- Plan, develop and administer the Shasta Head Start health and nutrition services program area, ensuring an integrated and comprehensive system of services for children and families.
- Provide training and guidance to staff, parents, and community members on a variety of pertinent topics in the area of health and nutrition.
- Ensure on-going monitoring, tracking, follow-up and analysis of health and nutrition services, including health and nutrition plans.
- Maintain record keeping and reporting systems, including service area plan, schedules, timelines, policies and procedures for health and nutrition services in accordance with Head Start Performance Standards, and applicable federal, state, and local laws and regulations.
- Ensure coordination of communication with staff, parents, program consultants and community to enhance services to children and families.
- Ensure coordination of Disaster preparedness.
- Supervise and oversee work tasks and activities within the Health Services department to ensure the full delivery of integrated services.
- Supervise and oversee Shasta Head Start's Food Services program.
- Collaborate with state and community partners for recruitment, and as needed to enhance Shasta Head Start health and nutrition services.
- On-going professional development through education, role modeling, mentoring, and training.
- Assist in planning and preparing special events or activities.
- Ability to travel throughout Shasta Head Start catchment area on a regular basis.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations in fields relevant to position.
- Ability to effectively communicate with community members and groups, managers, regulatory agencies, and families both individually and in group settings.
- Ability to supervise and manage staff efficiently and effectively within the guidelines of Shasta Head Start policies and mandates.
- Ability to work as a positive team member.
- Ability to use basic math skills, to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.

Education

Minimum

Bachelors degree (B.A.) in Health Education, Nursing (RN, LVN, MPH), Public Health or related program.

Desired

Master's degree (M.A.) in Health Education, Nursing (RN, LVN, MPH), Public Health or related program.

Training and Experience

Minimum

Two or more years of related experience/training.

Certificates, Licenses

RN, PHN or other related license or certificate in Health or a related field with emphasis on young children preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title