

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

HEALTH SERVICES DIRECTOR

Supervisor: Assoc. Dir. Of Child & Family Services Subordinates: Health Res. Spec.

Classification: Director I

Terms of Employment: Regular Full-time

Job Goal: To develop and coordinate comprehensive health services for agency clients, and to ensure that the parents, staff, and volunteers receive training in various elements of the health component.

Essential Responsibilities:

1. Plan and coordinate a health program for agency families.
 - a. Develop and coordinate medical and dental health services for all Head Start/OPP/Early Head Start children and families.
 - b. Ensure the recruitment of relevant health professionals to provide services utilized in the program.
 - c. Train parents, staff, and volunteers in various topics related to health and safety.
 - d. Advise and council on health matters pertaining to Head Start services.
 - e. Coordinate Head Start/OPP/Early Head Start hearing and vision screening.
 - f. Work with Nutrition Services Director to coordinate measurement and assessment of growth for children receiving education services from Head Start/OPP/Early Head Start.
 - g. Complete county immunization status review annually.
2. Assist in completion of the PIR.
3. Ensure the completion of referrals made by staff, parents, and community residents on health matters.
4. Ensure confidentiality of health records.
5. Attend Head Start/OPP/Early Head Start Intensive Comprehensive Staffing Meeting monthly and follow-up on issues addressed.
6. Submit articles regarding health services for the program newsletter when requested.
7. Ensure Directors are kept informed of families' health concerns.
8. Develop and ensure maintenance of an adequate record keeping system.
 - a. Assist in the maintenance of anecdotal records on all health services provided to children and families, and inform staff of appropriate information.
 - b. Ensure that health information is tracked in Child Plus.
 - c. Maintain Immunization Record for each child receiving education services from Head Start/OPP/Early Head Start and maintain in the student's file.
 - d. Track and maintain records of Head Start Voucher payment of medical and dental billings for individual children.
 - e. Complete regular file monitors of child's files.
9. Attend meetings when requested by supervisor.
10. Complete a monthly report for the supervisor.
11. Ensure the content area work plan is in compliance with performance standards.
12. Organize a Health Advisory Committee with the assistance of the Mental Health

- Manager and the Nutrition Services Director.
- a. Recruit community health professionals to serve as committee members.
 - b. Organize and implement HAC meetings three times a year.
 - c. Utilize HAC members as resources during the year regarding health concerns.
13. Ensure opportunities for training are provided for all OSHA required topics and that a record of such training is maintained.
 14. Develop and assist in implementation of a health education curriculum in the areas of health, dental, and safety.
 15. Supervise Health Resource Specialists.
 - a. Complete performance evaluations annually.
 - b. Monitor job performance.
 - c. Delegate work assignments and duties.
 - d. Develops and monitors policies and procedures and updates as necessary.
 - e. Meet regularly with staff
 16. Contribute relevant component information at staff meetings.

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
- 8.* Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
- 10.* Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
- 12.* Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
6. Ability to drive a private or agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
7. Instruct, lead, train and facilitate others in a group setting.

Qualifications:

1. B.S. /MS in Public Health, Nursing, Health Education, Maternal and Child Health or Health Administration.
2. Two years experience (preferred)
3. Previous Head Start experience (preferred)
4. Ability to coordinate and/or conduct training sessions (preferred)
5. Multi-Lingual or Multi-Cultural experience (preferred)
6. Administrative/supervisory experience (preferred)
7. Current physical examination and TB screen documentation upon hire
8. Desire to work with low-income children and their families
9. Adequate means of transportation
10. Ability to establish relationship of trust and respect with staff, families and children

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer