Head Start Health Coordinator
1 FTE

SUMMARY
The Head Start Health Coordinator is responsible for the health components of Head Start as stated in the Head Start Performance Standards, including coordinating with Family Service Coordinators, Family Educators and other component staff as needed, including, classroom staff, parents and other institutions providing health services to Head Start children and advocating for low-income families.

ESSENTIAL FUNCTIONS -- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Review all children’s health/dental records.
- Determine if each child has an ongoing source of continuous accessible health care, assist families who do not have this.
- Provide follow-up to ensure each child has a full complement of health screenings and immunizations. Develop follow up plan, track and help facilitate follow-up care for children who need treatment.
- Communicate with physicians, parents and teaching staff to prepare classroom health plans and reports for children with special health concerns including medication plans.
- Work with Automation Specialist to insure complete and accurate child and family health information is entered into data system.
- Promote the Head Start staff team approach to the delivery of health services to all Head Start children.
- Facilitate the organization of the Health Services Advisory Committee and utilize the committee in the planning, implementation and evaluation of the program’s health services.
- Promote active parent involvement in the Head Start health program; for example, encouraging parents to serve as members on the Health Advisory Committee.
- Identify and use state and local resources. Work with community partners to coordinate on site dental clinics, lead screenings, health resource fairs and other activities for families as needed for the health program. Develop and share up to date listings of current health and dental resources.
- Integrate health education into the total Head Start program and help provide health education for parents, children and staff.
- Serve as an advocate for child health and a liaison to the health community.
- Develop communication for parents, resources for Family Educators and classroom plans for new health issues identified in the community or classroom.
- Order health supplies for classrooms and Early Head Start, manage inventory.
- Visit EHS newborns within two weeks of infant's birth to ensure well being of mother and child.
- Provide Health and Safety checks 2 times a year in each classroom.
- Perform other duties as assigned.

MISSION DRIVEN COMPETENCIES
- Fostering Teamwork
- Continuous Improvement
- Communication
- Building Collaborative Relationships
- Customer Centered
- Analytical Thinking
- Use of Technology and information management
MINIMUM QUALIFICATIONS
Education, Training and Experience Guidelines
Degree or certification in health care field, related field or equivalent combination of education and experience. Experience in health education and planning. Experience working with culturally diverse and low-income families.

Knowledge of:
- Public health and safety protocols and regional healthcare issues.
- Principles of record keeping and confidential records and file management.
- Customer service and public relations methods and practices.

Skill in:
- Establishing and maintaining effective working relationships with co-workers, families and students.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS
A valid Minnesota State Driver’s License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT
Work is performed in a standard office environment which requires occasionally lifting such articles as file boxes or heavier materials with help from others and/or lifting and carrying light objects frequently. Mobility to drive a motor vehicle in order to attend meetings. A job in this category may require walking or standing to a significant degree or may involve sitting most of the time with long periods of computer work and heavy phone usage.

ORGANIZATIONAL INFORMATION
Grade: S-8
FLSA Status: Exempt
Department: Head Start

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