Job Title:	Health Coordinator	Work Site Location:	Madison Office
Department:	Head Start/Early Head Start	Hours:	40 hours/week – 52 weeks/year
Reports To:	Assistant Head Start/Early Head Start Director and Head Start/Early Head Start Director	Days per Week:	Monday – Friday, 8:00 am – 4:30 pm
Salary Range:	TBD	Employment Status:	Regular Full Time/Non-Exempt

Job Summary:
To effectively administer and implement, in conjunction with other management team members, comprehensive and integrated Head Start and Early Head Start service plans. To ensure that the program complies with Head Start Performance Standards, Minnesota Department of Education (MDE) regulations, Minnesota Department of Human Services (DHS) regulations, and Public Health regulations. To coordinate the physical and mental health requirements and work closely with the Education Manager to ensure the needs of the children are met. To work toward developing a program that meets the developmental needs of children and promotes a comfortable transition to the next level of education. To provide leadership in the areas of health. To empower staff and parents as team members in a comprehensive approach to community building and ensure staff development in these areas. To assure parent involvement in all levels of Head Start and Early Head Start.

Primary Responsibilities:

1. Serve as contact person for medical and dental health concerns.
2. Responsible for ensuring Performance Standards are followed in areas of safety, health, dental, and nutrition.
3. Collaborate with Family Services on health and child safety issues.
4. Participate on community boards relating to family issues such as the Local Coordinating Council, Lac qui Parle Wellness, etc.
5. Collaborate with Countryside Public Health for:
    a. Food licenses.
    b. Health and safety policy reviews.
    c. Guidance coming from the CDC or local health officials.
    d. Current health topics/resources.
    e. Staff immunizations.
    f. Student health issues: ensure they are addressed and followed up on.
6. Responsible for completing and documenting child health and dental topics within the required timeframe on ChildPlus:
    a. Vision and hearing screenings, re-screens, and referrals.
    b. Physicals.
    c. Individual Health Care Plans.
    d. Allergy Information.
    e. Medication Information.
    f. Dentals.
    g. Continuously follow up with parents regarding the 6a-6f to ensure parent and child's needs are being met.
    h. Review and initial Early Head Start forms.
7. Responsible for arranging training for staff in Blood Pathogens, First Aid/CPR, Mandated Reporting, Civil Rights, Shaken Baby, Harassment, CACFP, and other health related topics annually, or as needed.
8. Responsible for providing staff with parent or health-related educational materials for use on home visits.
9. Responsible for reviewing Child Health Observation and nutrition assessment forms and address concerns.

10. Assist, as requested, at Early Childhood Screenings organized by school districts.
11. Responsible for actively participating in the monthly Child Integration Team meetings.
12. Assist the Administrative Analyst as needed with the CACFP annual application.
13. CACFP Food Service responsibilities:
    a. Train staff in required areas regarding information from the Registered Dietician on nutrition topics.
    b. Monitor CACFP requirements in each site 3 times per year.
    c. Provide additional staff training if needed.
14. Maintain staff immunization records by collaborating with Countryside Public Health and the MICC site.
15. Responsible for developing and updating health, dental, and nutritional health forms.
16. Complete the Health and Safety Checklists 2 times per year in each classroom.
17. Participate in and provide data for the annual Self-Assessment.
18. Member of the Management Team.
19. Member of the Child Integration Team.
20. Mandatory attendance at staff meetings/trainings.
21. Dependable attendance; contact supervisor immediately if absent.

Qualifications and Skills:

1. RN, Health Educator, Nutritionist, Mental Health, or relevant bachelor's degree required.
2. Strong computer, organizational, and problem-solving skills.
3. Public speaking experience.
4. Continued training in Health/Mental Health issues. (2% of hours worked)
5. Ability to exercise good judgement in recommending resources/solutions to family problems.
6. Ability to consider family problems with empathy and objectivity.
7. Ability to represent Head Start and to work with other community agencies.
8. Work experience in Community Service based programming preferred.
9. Past or present Head Start parent or student preferred.
10. Ability to deal with people on a one-to-one basis.
11. Ability to be sensitive, respectful, and accepting of all families.
12. Demonstrate agency and program values in job performance.
13. Possess and maintain the necessary skill level in technology systems and software required to perform individual job duties.
14. Maintain confidentiality in accordance with agency policy and federal and state regulations.

Agency Requirements to Obtain and Maintain Employment:

1. Have a valid driver's license and access to an automobile.
2. Complete a Defensive Driving course every three years.
3. Must pass a background check.
4. Maintain first aid and infant/child CPR training certification.
5. Pass an initial TB screening.
6. Pass an initial physical with recurring checkup five years thereafter.
7. Has been fully vaccinated from COVID-19.

Job Restrictions:
While performing duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The job may require lifting up to 60 pounds.

The physical demands described above are representatives 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.

THIS JOB DESCRIPTION IS NOT INTENDED to be all-inclusive, and the employee will also perform other REASONABLY RELATED BUSINESS DUTIES as assigned by immediate supervisor and other management, as required. This does not constitute a written or implied contract of employment.

I acknowledge that my employment at Prairie Five Community Action Council is "at-will," meaning that the terms of employment may be changed with or without notice, with or without cause, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. I have entered my employment with Prairie Five voluntarily and acknowledge that there is no agreement or contract express or implied between Prairie Five and me for continuing or long-term employment. While supervisors and managers have certain hiring authority, no supervisor or manager or representative of Prairie Five has any authority to alter the at-will relationship.

I am able to perform the essential functions of this job without accommodation. If an accommodation need should arise, the Prairie Five HR Department and the Head Start Director, need to be notified immediately.

_____ _____
Employee Signature Date

_____ _____
Head Start Director Signature Date

EOE/AA/ADA EMPLOYER

The above list reflects the general details necessary to describe the principle and essential functions of the position and shall not be construed as the only duties that may be assigned for this position.