**Ohio Valley Opportunities**

**Job Description**

**Job Title:**  Health & Nutrition Coordinator

**Department:** Head Start

**Reports To:** Head Start Director

**FLSA Status:**  Non-Exempt

**Prepared By:** HR Director

**Revised Date:**  May 2018

**Approved By:** Melanie Harrell

**Approved Date:**  May 2018

**SUMMARY**

Responsible for the development and implementation of the total health and nutrition program, promoting appropriate health and nutritional habits, including good hygiene and dental care, assisting families in finding a medical home.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Serve as health planner; prepare written plans and reports that are to be submitted to the Director, Regional Office and Grantee and State Licensing Authorities.

Inform parents of the need for, the nature of and the results of all screenings, tests, etc.

Arrange for diagnostic screening and follow up health and dental services for all Head Start children as outlined in the HSPPS.

Evaluate family health histories.

Maintain up to date individualized health records on Head Start children and assure confidentiality of these records.

Facilitate the organization of Health Services Advisory Committee and utilize the committee in the planning, implementation and evaluation of the health and nutrition program.

Monitor the immunization status of each child to see that all immunizations are completed or up to date as appropriate.

Familiarize children with all health services delivered during the school year prior to that delivery.

Work with teachers to integrate health education into the program to support children’s school readiness goals.

Promote team cooperation in the provision of health services to assure the whole child’s health and wellness is assessed and met.

Identify and utilize federal, state and local resources for the provision of health services in the program.

Ensure that all regulations of the Jefferson, Jennings and Scott County Health Departments and the Indiana licensing requirements are met for the health and nutrition program.

Negotiate contracts, and/or MOU’s, with collaborating programs, vendors, registered dietitian, and medical personnel and see that contract terms are fulfilled.

Provide direction to food service staff in food purchasing, storage and preparation in conjunction with CACFP and CC licensing regulations.

Ensure safety rules and emergency procedures are up to date.

Serve as advocate for child health in our community.

Support Family Support Specialists (FSS) as they assist families with an ongoing health care system and in assuming the primary responsibility for their own health care.

Promote preventative health care and early intervention practices among children, staff and families.

Investigate suspected health problems as referred by the teaching staff.

Assist with the identification and reporting of suspected child abuse and provide supportive services in child abuse cases, working in conjunction with the Family Services staff and the DFC offices.

Provide information and resources to parents concerning specific family health problems and concerns.

Promote, in conjunction with other Head Start staff, active parent involvement in the total Head Start health program.

Review and evaluate existing Health and Nutritional programs with a team of parents, Policy Council members and staff to determine areas of weakness and make recommendations for corrective action.

Provide for prevention and early identification of developmental difficulties in children by assuring that emotional behavior concerns do not have a medical/physical cause.

Demonstrate a positive attitude towards wellness in general and project these attitudes to other staff and families.

Ensure that education staff instructs children in practices of personal cleanliness and self care.

Ensure that the food programs are well prepared and carried out for the day.

Observe the preparation and serving of meals and snacks to children, as part of monitoring food program, participate when needed.

Assure that education staff eats with the children in a family type atmosphere promoting and modeling good nutrition habits, never using food as a punishment or reward.

Act in an appropriate manner as to provide a good role model for young children physically, mentally, emotionally and socially.

Provide and/or coordinate health, nutrition and safety training to staff and parents.

Make home visits as needed to carry out program objectives.

Assist with special experiences and field trips if special concerns are indicated.

Cooperate with all staff in a professional manner, including timely completion of appropriate paperwork.

Participate in on job training, state and national training, and specialized workshops as required by supervisor, grantee agency and/or funding source.

Attend and participate in regularly scheduled staff meetings.

Make sure that all CACFP and Indiana Child Care Licensing Regulations for Nutrition are met.

Oversee the development and dissemination of interesting and meaningful correspondence for parents and staff in the area of health and nutrition.

Support nutrition staff with a system for ordering appropriate quantities of food items to meet menu regulations.

Review, verify and submit monthly CACFP records to the Fiscal department in a timely manner for reimbursement claims.

Maintain staff awareness of special dietary needs and feeding problems of children with medical conditions or special needs.

Facilitate the training of new Head Start staff in First Aid, CPR, Universal Precautions and Hazardous Communication.

Maintain safety and oversee facilities and playgrounds safety related maintenance and repair needs and environmental hazard concerns for staff and children.

Adhere to all Personnel Policies, Standard Operating Procedures and Rules and Regulations of the Centers.

Serve as a member of the Administrative team to support the successful delivery of services to children and families.

**SUPERVISORY RESPONSIBILITES**

Shares responsibility for the overall direction, coordination and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work; addressing complaints and resolving problems in this content area.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals hired after November 7, 2016 must have a Bachelor’s degree in health, nutrition or a related degree.

**EDUCATION and/or EXPERIENCE**

Previous to November 7, 2016, individuals in the is position must have an Associate’s degree (A.S.) or equivalent from two year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Individuals hired on or after November 7, 2016 must have a Bachelor’s degree in health, nutrition, or a related field.

Knowledge of and interest in child and family health care, including preventative, early intervention and health maintenance practices.

Ability to relate to families experiencing a variety of health problems.

Ability to communicate and work effectively with a diversified group of health professionals and community health organizations.

Must be able to pass physical exam for State Day Care Licensing.

Must be free from TB and provide a negative skin test or lung X-ray annually.

Must pass a State Criminal History background and fingerprint check as required by State Day Care Licensing standards.

**LANGUAGE SKILLS**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients and general public.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with non verbal symbolism (formulas, scientific equations, graphs, etc.), in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must be certified to instruct staff in CPR, First Aid and Universal Precautions and maintain certification throughout employment.

Must have a valid driver’s license and automobile insurance.

**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 talk or hear. The employee frequently is required to walk, sit, use hands to finger, handle, or feel; reach with hands and arms, and taste or smell. The employee is occasionally required to stand and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and distance vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to outside weather conditions.

The noise level in the work environment is usually quiet to occasionally moderate.

The physical location for this position is the Administration Office.

Travel required to three county centers as assigned, out of town travel to training and staff meetings.

**ACCEPTANCE**

I have read and understand the above qualifications and agree to abide by all OVO policies and procedures.

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Employee Signature Date

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Supervisor Signature Date