

**ALBINA HEAD START
JOB DESCRIPTION
Exempt**

HEALTH COORDINATOR

Essential Function(s): Responsible for providing basic health care services for enrollees and their families, and Albina Head Start staff.

Responsibilities: In conformance with Head Start performance standards, perform following functions: Counsel parents, children and staff about proper preventive health care, hygiene and sanitation. Maintain and develop cooperative relationships with Albina families, staff and outside agencies and service providers.

Reports to: EHS Director

Supervises: EHS Assistant Health Coordinators

Salary Range: \$39,000.00 – \$45,000.00

Physical and Mental Requirements: Strong desires to succeed. Patient, able to resolve conflicts, gentle, loving, and kind, creative, resourceful. Detail and multi-task orientation. Excellent organizational, interpersonal, and written/verbal communication skills. Must be able to cope well with stress. 6 to 8 hours per month spent in strenuous physical activity, lifting up to 50#.

Experience Requirements: Five (5) years experience in public health or combination of education and related experience totaling five years.

Educational Requirements: MS, BS, BA or combination of education and related experience totaling five years.

Licensing/Certification Requirements: NHSA Administration Credential or equivalent, First Aid Certification, negative Tuberculosis screen, Food Handlers certification. Must pass criminal background check.

Ability to Operate Equipment/Tools: Must be computer literate.

Environmental Factors/Working Conditions: Enclosed facility, office and classroom environment. Floors may be vinyl tile or carpeted. Facilities are heated; may or may not have air conditioning. May come into contact with childhood diseases and blood on occasion.

Job Duties:

1. Supervise Assistant Health Coordinators in implementing all Program Performance Standards regarding Health, Dental, Nutrition and Services for Children with Disability Components.
2. Oversee past and current health history of each enrollee, and ensure staff follow-up on needed services.

3. Review essential medical records on children served. Prepare reports (immunization, PIR, CHIF Health Outcomes, County biannual health update) for agencies requesting information.
4. Assist staff in identifying medically and physically challenged children in the program, initiate individualized plans, and maintain appropriate records. Work closely with MECF and community partners to ensure interagency agreements are developed and delivered.
5. Work with Adult and Family Services to provide medical services for children whose families are receiving Medicaid.
6. Ensure all child related health screenings occur. Provide information and support on these issues to children, families and staff. Analyzes data to assist in program planning and training.
7. Coordinate and participate monthly in the following agency committee: Health Safety Advisory Committee (HSAC) and Safety Committee.
8. Coordinate EHS annual health fair(s). Foster community links with various provider agencies to assist in health fair and health needs within the program.
9. Perform other duties as outlined by supervisor.

I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Date _____

Signature _____