

YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

CLASS TITLE: HEALTH SERVICES MANAGER

BASIC FUNCTION:

Under the direction of the Head Start/Early Head Start Program Director, to direct, manage, supervise, plan, and coordinate the health services programs and activities of the Head Start and Early Head Start programs; to coordinate assigned activities with other Head Start and Early Head Start service areas and with outside agencies; and to provide highly responsible and complex administrative support to the Yolo County Head Start and Early Head Start Program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assume management responsibility for all health, dental, and nutritional health services and activities of the Head Start and Early Head Start programs.

Participate in the selection and training of assigned staff. Supervise and evaluate the Health Specialist and other assigned staff. Manage the contract and oversee the work of the licensed dietitian or nutritionist.

Write the health, safety and nutrition services plans for Head Start and Early Head Start in consultation with staff, parents and community health care providers. Review and evaluate health, safety and nutrition service plans and make recommendations for corrective action, as needed.

Serve as a liaison for the Head Start/Early Head Start programs with community programs providing health related services to low-income families. Develop partnerships with community agencies for support and services to Head Start/Early Head Start children and families, and to assure each enrolled infant/child and pregnant woman has a medical home.

Develop and implement a process of on-going monitoring, including regular site visits, to assure each enrolled infant, toddler and child receives required health and dental examinations, and nutrition and sensory screenings as required by Performance Standards; that all identified concerns receive appropriate follow up to resolution; that each enrolled pregnant woman receives health services and information required by Performance Standards, a visit by a health professional within two weeks of delivery, and referrals to services, as needed.

Responsible for initiation and implementation of clinical supervisory procedures. Provide direct health care and service in accordance with HS/EHS policies and procedures.

Arrange for the collection of data as needed to ensure compliance with pertinent legislation, regulations, and laws; ensure timely and accurate reporting of data to Federal and State authorities. Analyze data for evaluating, planning, and improvement of services.

Establish and maintain a Health Services Advisory Committee composed of representatives of EHS and HS parents, pediatric health care providers, dental care providers, nutrition service providers, mental health service providers, and infants/toddlers/children with disabilities.

Develop and maintain positive working relationships with local school district personnel, community agencies, staff and parents. Maintain a positive public profile for all assigned programs. Provide leadership with an understanding of the diverse population we serve. Participate in a variety of meetings, activities, and events to support HS/EHS and its partners; attend and participate in professional group meetings and trainings.

Develop and oversee the implementation of a training plan to assure all HS/EHS staff acquire and enhance skills needed to implement parent and child health, nutrition and safety curriculums, identify health related concerns, implement family and child health care plans, assist parents to develop family health goals and objectives, and to work with families to develop strategies to meet their goals. Provides and arranges parent and staff training; provide consultation and health education to parents of children with health care needs.

Assure parent participation in the health services programs and activities by encouraging parents to be present for all health and dental screenings and procedures; by informing parents immediately of the results of screenings and assessments; providing parents with education and training in first aid, nutrition, and a wide variety of health related topics.

Participate in the development of the Head Start and Early Head Start budgets by establishing priority expenditures and maintaining records of costs. Review financial transactions and monitor health service budget to ensure efficient operation and to ensure that expenditures remain within budget limitations. Prepare specifications for all health service equipment and supplies; order and oversee the distribution of equipment and supplies.

Ensure compliance with pertinent legislation, regulations, and laws; ensure timely and accurate reporting of data to Federal and State authorities.

Meet regularly with the Head Start/Early Head Start Director, managers, and the health specialist; meets with other staff as needed. Schedule and/or attend case conferences, parent conferences, case reviews, IEP/IFSP meetings, staff meetings, parent meetings, in-service and pre-service meetings, and other meetings.

Perform other job related tasks as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles, philosophy, and practices of Head Start/Early Head Start.
- Health, safety and nutrition, as related to infants, toddlers, young children and pregnant women.
- Principles of supervision, training, and performance evaluation.

ABILITY TO:

- Use a computer to collect, record, retrieve data and prepare reports.
- Develop and implement clinical supervisory procedures.
- Recommend and implement goals, objectives, and practices for providing effective and efficient programs and services.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare clear and concise administrative reports.
- Communicate in the Spanish, Russian, or other primary language of enrolled families, highly desirable.

EDUCATION AND EXPERIENCE:

- Bachelor of Arts or Bachelor of Science Degree in nursing, public health, health administration, health education or other closely related health field
- Five years increasingly responsible experience in health services, with an emphasis on maternal and child health, community health services or administration of health programs.

LICENSES AND OTHER REQUIREMENTS:

LICENSE OR CERTIFICATES:

- RN, PHN, or School Nurse Credential desirable.
- Possess Pediatric First Aid and CPR certificate or obtain w/in 90 days of employment.
- Valid California driver's license.

REQUIREMENTS:

- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Travel from site to site within the county.

PHYSICAL DEMANDS:

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and other standard office equipment.

Seeing to read a variety of materials.

Hearing and speaking in order to exchange information.

Driving a vehicle to conduct work.

APPROVED:

Signature, Policy Council Chair

Date of Approval

Signature, Superintendent or Designee

Date of Approval