



## POSITION DESCRIPTION

<b><u>Job Title:</u></b>	Health and Nutrition Coordinator
<b><u>Job Status:</u></b>	12-Month, Full-time, Benefits-Eligible
<b><u>FLSA Classification:</u></b>	Exempt
<b><u>Reports To:</u></b>	Senior Director of Early Childhood Programs

### Position Summary

The Health and Nutrition Coordinator works with the Early Childhood Programs management team to plan, coordinate and monitor compliance with all quality standards including the Head Start Performance Standards, Virginia State licensing standards and the National Association for the Education of Young Children Standards and criteria, assists with the completion of the child health requirements and other required screenings and assessments. Plans, develops and implements training for education staff, parents, and volunteers in collaboration with Early Childhood Programs management team.

### Position Responsibilities

#### *Health Services*

- Coordinates the completion of the child health screening, other required screenings and assessments and is familiar with referral requirements.
- Works with teachers and parents to make accommodations for children with special dietary and health needs.
- Support family service workers with resources in providing nutrition and health information to their parents.
- Assists in organizing and attends the Health Services Advisory Committee.
- Organizes and participates in team management functions of planning, implementing and evaluating family health goals and objectives.
- Ensure that reported dental examinations are obtained and that follow-ups are completed if necessary.
- Monitors, guides and provides advice to families and staff who work with children and families with re-occurring medical concerns.
- Design and conduct nutrition education programs for parents.
- Responsible for promoting family health and wellness to build a health and nutrition program that engages families.
- Reviews screening results and ensures referrals for follow-up treatment are provided as necessary.
- Works cooperatively with local agencies to assist families to linkup with services in the local community.
- May assist in recruiting prospective families and assists with enrollment process through coordinating and facilitating pre-staffing for children with health, nutrition and disabilities concerns.
- Coordinates implementation of health and individual treatment plans. May provide parent consultation, and coordinate care between parent/staff/physician.

- Conducts and documents follow-up on all referrals to ensure that needs of the child are met.
- Coordinates with ECP Management Team members to ensure that health tracking and follow-up is conducted using the computerized database system.
- Serves as a resource to family services staff to ensure that every enrolled family has primary physician, medical and dental home.
- Provide monthly reports on Health and Nutrition Service Area.
- Monitors the ongoing health status and needs of enrolled children by ensuring the completion of daily health checks, the administering of medications per the agency's policy and doctors' orders, the implementation of the program's Short-term Exclusion and Readmission Policy and other procedures as needed.

#### *Nutrition Services*

- Coordinate with Nutrition Consultant to complete nutrition assessments on all children.
- Coordinate with management team to place children and pregnant women at various nutritional risk levels and develop a personalized action plan that includes the children, parents, and staff to remedy any nutrition problems. Follow up throughout the year to ensure that problems are resolved.
- Ensure that heights and weights are recorded in the data base system.
- Stays abreast of all USDA regulations and meal patterns.
- Conduct the USDA Food Monitoring Reports as scheduled.
- Monitors family style meal service and completion of daily meal attendance.
- Using valuable staff input and observations, identifies children and pregnant women with nutritional concern.
- Oversee menu planning for children's meals.
- Identify and track children's food allergies.
- Monitor school sites for compliance with nutritional, CACFP and Early Head Start Performance Standards.

#### *Administrative*

- Assists in interpreting and implementing federal performance standards.
- Participate as part of the management team in agency-wide activities, including recruitment, enrollment, and community outreach and reporting.
- Reviews child health files quarterly.
- Submits monthly USDA reports to finance.
- Reviews and reconciles monthly caterer bill.
- Participates in and contributes to case management, parent education planning, management team and staff meetings, as needed.
- Attends interagency meetings and other meetings, as appropriate.
- Participates in the annual program self-assessment and on-going monitoring, and complies with the program improvement plans developed.
- Order health related program supplies.
- Other Duties as Assigned.

#### **Required Qualifications:**

- Bachelor's degree or equivalent, in public health, nursing, health education, maternal and child health, child nutrition, or health administration
- Minimum two years' experience working with young children and their families
- Applicant must possess a valid driver's license and a car to travel to Head Start sites.

**Preferred Qualifications:**

- Credentials as a registered nurse (R.N.), a licensed practical nurse (L.P.N.)
- Possess current CPR and First Aid Certification/Food Handlers Certificate/MAT Certification at the time of hire
- Bilingual, both oral and written ability (English/Spanish)

*Knowledge/Skills/Abilities:*

- Strong written, verbal, communication and organizational skills.
- Ability to train adult learners.
- Ability to establish supportive relationships with staff and families from diverse backgrounds.
- Ability to build community partnerships.
- Ability to utilize basic office equipment, and learn how to enter data into online data tracking system.
- Ability to work within a team environment as a cooperative and supportive team member.
- Knowledge of Head Start Performance Standards, health and safety standards, and health practices.