



**TOTAL ACTION AGAINST POVERTY
JOB DESCRIPTION**

JOB TITLE: Health Services Coordinator

COMPONENT: Head Start

SALARY RANGE: \$15.10/hr.

CLASSIFICATION: Non-exempt

DEFINITION AND PURPOSE:

Responsible for assisting the Supervisor of Health Services in all aspects of planning and implementing the Health Services Program for Early Head Start and Head Start Children and families within the service area. (This position is based in Roanoke at the central office of Head Start and is a full time 11 month position.)

ORGANIZATIONAL RELATIONSHIPS:

Supervised by: Supervisor of Health Services

Supervises: Directly – No One

Indirectly – Family Development Specialists

Coordinates with: Supervisor and Assistant Supervisor of Family Services, Family Services Coordinator, Early Head Start and Head Start Family Development Specialists, all Head Start Staff

RESPONSIBILITIES:

- Assists Supervisors and Coordinators of Family Services in maintaining enrollment.
 - Assists in recruitment efforts.
 - Assists Family Development Specialists in obtaining required health information, screening, and documentation required to maintain enrollment.
- Ensures that each child and family has access to a medical and dental home.
 - Provides resource list and referrals to physicians and dentists in the TAP service area to Family Development Specialists.
 - Monitors records to ensure that eligible children have medical insurance.
 - Monitors records for compliance with Virginia licensing and Head Start Performance Standards concerning health and dental requirements.
 - Coordinates follow-up care for medical, dental, and nutritional needs of enrolled children and families.

- Coordinates with Family Development Specialists to provide health, dental, and nutrition screening of enrolled children.
 - Plans with Supervisor of Health Services for mass screenings of children in the fall, performing non-invasive screenings as needed.
 - Provides on-site supervision of staff and volunteers for screenings as assigned of Early Head Start and Head Start centers, community and public school partner programs, and to Home Base families as needed.
 - Plans with Supervisor of Health Services and Dental Health Coordinator for dental exam, cleaning, fluoride treatment and restorative treatment for all Head Start children, and dental exams and fluoride treatment for Early Head Start children.
 - Assists with or provides transportation of children to and from follow-up dental and/or health appointments as needed.
- Works with other service area coordinators to facilitate an integrated system of service delivery to children and families.
 - Attends Center Staffing/Child Development Team meetings to discuss needs of individual children and families.
 - Documents a plan of action for children with health needs and follows up to ensure that the plan is carried out.
 - Tracks requests for information from service providers.
 - Updates the Supervisor of Health Services concerning follow up and referral.
 - Works with the Supervisor of Health Services to provide technical assistance to staff concerning health issues as requested.
 - Monitors all health related documentation and tracking for compliance and service delivery.
 - Monitors computer data reports for accuracy.
- Plans and delivers trainings on health and nutrition topics in the classroom and at parent meetings as requested.
- Monitors emergency and health plans at each center for safety and compliance.
 - Inspects classrooms and kitchens for posted information concerning allergies, emergency numbers, and photo releases.
 - Meets with center teams to plan for and monitor care plans for children with special health needs.
 - Checks each center's first aid kits, monthly or more as needed, restocking as needed.
 - Checks each center's medication log and records monthly or more as needed.
- Makes home visits to families with specific health needs as requested.
- Monitors staff health records at each center and at the central office.
 - Informs staff and their supervisors of needed staff physicals, TB tests, and First Aid/CPR re-certifications. Follows up to ensure compliance, records data in Child Plus and distributes copies as needed to centers and HR.
 - Updates staff emergency contact sheets as needed.
 - Notifies Health Services Supervisor of non-compliances.

- Supports a team approach when working with staff.
 - Attends scheduled family and health services Supervisors and Coordinators team meeting.
 - Meets with each Family Development Specialist monthly and completes Health Supervision.
 - Attends weekly Coordinators meeting.
 - Attends all assigned meetings.
 - Plans with appropriate staff as a team for handling health related concerns of children and families.
 - Schedules home visits to families with health related concerns as requested by center staff or Home Visitor.
- Adheres to a professional standard of work.
 - Completes documentation, recordkeeping, and reports in a timely and efficient manner.
 - Informs supervisor of health related center concerns.
 - Participates in health related community teams, events, and coalitions as assigned.
 - Adheres to all TAP and TAP Head Start policies and the NAEYC Code of Ethics as adopted by TAP Head Start.
 - Maintains confidentiality of all child, family, and staff information.
 - Adheres to the Head Start Performance Standards, Virginia Licensing, and State/Local laws and regulations.
 - Maintains state credentials for professional licensing.
- Attends meetings, conferences, and workshops as requested.
- Performs other duties as assigned and required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of community health practice required.
- Knowledge of family and health related community resources required.
- Experience in working with children and families required.
- Proficiency in written and oral communication.
- Good time management and organizational ability.
- Willing to work as part of a team.
- History of regular work attendance and satisfactory job performance.
- Able to self direct and demonstrate good judgment and decision making skills.

TRAINING, EDUCATION AND EXPERIENCE:

- Current RN or LPN license required.
- One year working with children or families in a health related setting required.
- Certification as a Medication Administrator Trainer preferred.

SPECIAL REQUIREMENTS:

- Valid Virginia Operator’s license with a good driving record and reliable transportation.
- Able to travel to and from centers, deliver health supplies, and assist children into and out of vehicles and safety/booster seats.
- Willing to adjust work schedule as necessary.
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services.
- This position requires the individual to be in the field and must have contact with the office staff and supervisor therefore an agency issued cell phone is necessary.
- Able to squat, bend, and interact with children.
- Able to work long hours while standing.
- Able to lift at least 40 pounds.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

Every TAP employee shares in TAP’s responsibility to “Mobilize Community Resources” in support of TAP’s anti-poverty efforts.

TAP hires only U.S. Citizens and lawfully authorized aliens.

Affirmative Action/Equal Opportunity Employer/Drug Free Workplace
Bilinguals Encouraged to Apply

Job Title: Health Services Coordinator
Revised: 6-5-12