

MONTEREY COUNTY OFFICE OF EDUCATION  
**HEAD START & EARLY HEAD START PROGRAM**

**COORDINATOR, HEALTH SERVICES**

**CLASSIFICATION:** Classified Management

**SALARY LEVEL:** CI-IV

**WORK YEAR:** 12 Months

**DEFINITION**

Under general direction, coordinates Head Start and Early Head Start Health Services, including medical, dental, and nutrition. Manages policies, compliance, and activities designated to implement family support services objectives and performance standards for both Head Start and Early Head Start. Develops comprehensive services to strengthen and support families with prenatal and child health care needs. Works and trains Early Head Start educators and Head Start staff to assess family/child health needs. Coordinate with Early Head Start educators and Head Start staff assisting families in planning to meet those needs by providing links to community resources and services. Oversees the Early Head Start program for all Health related compliance issues. And other related duties as assigned.

**SUPERVISOR**

Head Start Program Director

**POSITION SUPERVISED**

Family & Health Services Specialist

**QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EXAMPLES OF DUTIES**

**ESSENTIAL DUTIES**

- Supervises, trains, evaluates, and assigns staff in accordance with County Office of Education, Head Start and Early Head Start Personnel Policies and Procedures.
- Provides guidance and training for all staff to assist them to carry out goals, policies and activities designed to implement health service area objectives and performance standards.
- Monitors compliance of Program Standards for both Head Start and Early Head Start for health.
- Establishes and regularly convenes a health advisory committee.
- Participates in writing the grantee plan of action in conjunction with the director, coordinators, policy council, parents and staff.
- Prepares the health services budgets which include allocation of funds for medical, dental, and nutrition supplies, equipment and services; and prepares all related requisitions for purchase.
- Reviews all health services expenditures for appropriateness and cost effectiveness.
- Monitors the preparation and maintenance of health and nutrition records.
- Analyzes health records, vital statistics, and other data for the purpose of planning and evaluation.
- Responsible for designing and overseeing planning to facilitate linkages with medical homes, provision of childbirth education, prenatal and postpartum care for expectant woman, and children's health, nutrition and dental health services.
- Coordinates with the Early Head Start Educators and Head Start staff to ensure that complete health needs are interpreted and integrated in the child's Individual Developmental Plans and Family Developmental Plans.
- Assists and guides Early Head Start Educators and Head Start staff in working with families in identifying their individual family needs in developing their health goals and strategies to meet these goals. Provides all

family support activities in a manner that values parent and caregiver's opinions and is respectful of and responsive to diversity in family cultures and child-rearing values.

- Assists with developing trusting, non-judgmental, professional relationships with families that will support families in the ability to nurture their children and attain their goals.
- Responsible for coordinating monthly multi-disciplinary case management meetings with appropriate team members.
- Works with the Early Head Start and Head Start staff who promote active involvement of parents in health and developmental screenings, assessments, planning for health care, evaluation of Health Services and encourages parents' participation in the Health Services Advisory committee.
- Coordinates with the Early Head Start and Head Start Staff to participate in monthly parent meetings providing training or speakers on health topics requested by the families or suggested to the center.
- Conducts training of trainers for Early Head Start Educators and Head Start staff in health, safety, first aid, emergency medical procedures and nutrition topics.
- Establishes working relationships with the county department of health, family medical and dental clinics and other health related community resources.
- Assures compliance with CHDP, Title 22, MediCal, Head Start and other applicable regulations.
- Prepares for and participates in federal and state audits. Assists all staff to integrate health services into all other component operations.
- Meets regularly with staff, other management staff, the director, and program administrators.
- Complies with County Office of Education Policies and Administrative regulations and HHS/Head Start regulations and other applicable federal, state, and county laws, regulations, and guidelines.
- Attends trainings, conferences, and workshops, if applicable.
- Monitors center facilities to assure clean, safe, and appropriate health environments for both center base classroom and home base socializations.
- Completes, follows and analyzes child and family services health data, family plans, and other data for the purposes of tracking, planning, evaluating, reporting and improving services for children. Ensures timely and appropriate referrals to providers, ongoing assessment and treatment as required.
- Completes monthly paperwork and data input on a timely basis.
- Gathers data and writes necessary reports. (e.g. collects health data for Early Head Start and enters data into the data base and provides printed program reports to the management team and to the Family & Health Services Specialist.

#### **OTHER DUTIES**

- Participates in screening and the interview of prospective personnel and recommends for hire.
- Participates in the annual program self-assessment and develops improvement plans as necessary.
- Develops plans for children with special health/dietary needs.
- Conducts home visits.
- Interprets Head Start licensing requirements for Head Start and Early Head Start staff, and parents.
- Designs and conducts, or arranges for, health education for parents and staff.
- Communicates with all regulatory agencies.
- Serves as a liaison to the health community and acts as an advocate for child health.
- Develops a list of local health resources, a system to use those resources.
- Performs other tasks as required.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions; manual dexterity sufficient to write, use telephone, business machines, and drive an automobile. Vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups. Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead. Physical mobility sufficient to move about the work environment (office, district, from school or home site-to-site), drive an automobile, respond to emergency situations. Physical strength sufficient to lift fifty (50) pounds. Physical stamina sufficient to sit in a child's chair, squat at children's eye level, and to stand or walk for prolonged periods of time. Physical, mental and emotional tolerance to be exposed to the noise generated by children in an enclosed environment. Mental acuity to collect

and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

### **REQUIRED QUALIFICATIONS**

- Status as a Registered Nurse or School Nurse, or possess a Bachelor's Degree in Health or a Health related or Social Service related field, i.e. Public Health.
- Three years experience in a position of responsibility in the field of health services, with an emphasis on maternal and child health, or community health services.
- Ability to establish and maintain positive working relationships with health service agencies, health department staff and other professionals.
- Knowledge of child development principles and pre-natal and child health, safety, and nutrition.
- Possession of a current First Aid Certificate and Pediatric CPR Training Certificate.
- Ability to work effectively with individuals of diverse educational, socio-economic and cultural backgrounds.
- Ability to review, evaluate, and interpret medical data.
- Knowledge and ability to implement clinical supervisory procedures.
- Ability to plan, organize, coordinate and administer activities.
- Ability to keep accurate records.
- Ability to communicate effectively in the English language, both orally and in writing.
- Experience in planning and implementing health education for adults.
- Ability to make regular and frequent trips within Monterey County visiting sites, attend meetings, making home visits, etc.
- Experience in training and supervision of staff.
- Ability to work on a flexible schedule, including some evening hours and occasionally weekend hours.
- Possess an appropriate California operator's license and the availability of an automobile with the state minimum insurance coverage.

### **DESIRABLE QUALIFICATIONS**

- Master's degree in a health related field.
- Status as a Public Health Nurse.
- Knowledge of Head Start philosophy and principles.
- Bilingual (Spanish/English).
- Experience in an infant, toddler and preschool children, child birth/prenatal classes, or class work in infant/toddler/preschool children growth and development.
- Program for infant Toddler Care Givers Training Completion.
- Experience working with families of children with disabilities.

Revised: January 5, 2012

Approved by Policy Council: Dec. 12, 2006

Board approved: