

Effective Date:	04/28/2016	Approved by Policy Council:	04/28/2016
Supersedes Date:	05/05/2011	Approved by MCCC Board:	03/03/2016
Performance Standard	1304.52(d)(2)	Component Affected:	Health/Nutrition/Safety

## Mid-Columbia Children's Council Job Description

Title: Health, Nutrition, & Safety Manager      Department: Health/Nutrition/ Safety  
 FLSA Status: Exempt      Reports to: Executive Director

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

### **General Position Summary:**

The Health, Nutrition, and Safety Manager ensures that students and families are receiving comprehensive services that promote health, safety and nutrition. The incumbent ensures that all aspects of the health, nutrition and safety components meet or exceed Head Start Performance Standards along with other applicable standards, such as the United States Department of Agriculture (USDA) and Child and Adult Care Food Program (CACFP).

### **Essential Functions/Major Responsibilities:**

- Plan and implement staff trainings throughout the year with Family Services team.
- Mentor, supervise, evaluate, and coach Health, Nutrition, and Safety staff.
- Develop and present trainings on best practices regarding health, nutrition, and safety for the MCCC staff, parents, and community partners.
- Collaborate and maintain professional relationships with health departments and health care providers to provide access for families to medical/dental screenings and exams.
- Develop policies and procedures for the areas of health, nutrition and safety in conjunction with Federal performance standards and MCCC organizational objectives.
- Conduct visits at all MCCC locations to promote problem solving and support to regional staff.
- Assist department and teaching staff in planning and implementing health education curriculum activities.
- Participate in the coordination of the program's annual self assessment, Program Information Report (PIR), Work Plans, Training Plan, and periodic State and Federal program reviews.
- Serve as a contributing member of the Management Team.
- Develop and ensure maintenance of an adequate record keeping system for maintenance of records on all health services provided to children and families; inform staff of appropriate information; ensure health information is tracked, reported, and stored appropriately.
- Ensure compliance with OSHA regulations, including Safety Committee/Meetings and training requirements.
- Monitor accident/incident report, emergency drills, First Aid kits, medical logs and other related records for all sites.

- Ensure that MCCC cooks and other staff receives training/information on USDA and CACFP requirements. Ensure compliance with those requirements.
- Educate parents to positively approach health procedures and medical providers, alleviating fears.
- Ensure children receive medical/dental/hearing/vision screenings and exams and growth assessments as required by performance standards.
- Ensure proper medication procedure (storage, documentation, and administration) is followed.
- Ensure assessment of immunization status of all children and compliance with state regulations; assist families in bringing immunizations up to date as required.
- Coordinate prenatal care services.
- Manage contracts with Registered Dietitians providing nutrition services for the program.
- Organization and recruitment of Health Services Advisory Committee (HSAC) to develop, implement, and review overall agency health plans. This committee meets at minimum twice a year.
- Ensure appropriate contact with parents of children who have been identified with health and/or nutrition problems.
- Promptly act on health and/or nutrition referrals from staff; making appropriate referral to healthcare providers/resources.
- Manage building contracts/agreements to minimize health and safety threats for MCCC participants and staff and general liability for MCCC.
- Attend trainings as required.
- Participate in agency and organization meetings.
- Advocate for MCCC and families. Establish and maintain contact within the health community and with appropriate community agencies. Provide information to staff and families on community health-related resources/services.
- Stay informed of trends and changes in Head Start, Early Head Start and related regulations as they pertain to the position's specific area of responsibility.

**Secondary Functions:**

- Monitor and report child abuse/neglect as a mandated reporter.
- Perform duties of Health Coordinators and Health and Nutrition Assistant as needed.
- Document In-kind activities, services, and/or goods.
- Other duties as required.

**Job Scope:**

Work is often new and varied with a high degree of complexity is completed with minimal to no direction. Decisions must be made regarding how services will be delivered while meeting the mandated performance standards. Errors in work can have an impact on the reputation and finances of the organization along with the health and safety of individuals.

**Supervisory Responsibility:**

The Health, Nutrition, and Safety Manager supervises Health Coordinators and Health and Nutrition Assistant. Responsibilities include recommendations for hiring and firing; providing coaching, evaluations and mentoring to employees.

**Interpersonal Contacts:**

Contacts are within and outside of the agency. Communication is in a variety of forms, including face-to-face, verbal, electronic, and via telephone. Information is often presented to a variety of groups. Communication often contains confidential and/or sensitive information, including but not limited to personal health information.

**Specific Job Skills:**

- Ability to effectively supervise and mentor staff on an ongoing basis.
- Ability to prepare and present training to staff, parents and community organizations.
- Knowledge of and ability to understand and explain Federal Head Start standards, USDA, and CACFP programs along with local health regulations and ordinances.
- Ability to establish and maintain good working relationships with other agencies, health care providers, parents, MCCC staff, and the general public.
- Knowledge of public health concerns, nutrition, and general safety practices for children age birth to five.
- Knowledge of local community resources for MCCC children and parents.
- Ability to function professionally with proper boundaries, positively and effectively as a team member, working with parents, staff, volunteers, other agency staff and the community.
- Keyboarding skills, computer literacy, and familiarity and/or ability to learn/use various applications such a database, word processing, email, and internet.
- Ability to perform basic math (add, subtract, multiply, and divide).
- Ability to use independent judgment and make decisions, often with limited information.
- Ability to understand, interpret contracts, leases, and related documents.
- Ability to analyze problems and propose solutions.
- Ability to maintain confidentiality and use discretion when appropriate.
- Record keeping and organizational skills.
- Excellent written and verbal communication skills to effectively communicate and liaison with healthcare professionals, staff, and parents.
- Ability to communicate with parents outside of classroom hours face-to-face, via phone, electronically and/or using other appropriate methods.
- Ability to stand, sit, walk, lift, squat, twist, turn, push, pull, reach, and use hands on a daily basis.
- Ability to maintain a good driving record/insurability to perform site visits and to attend meetings and trainings.
- Ability to pass and maintain a criminal background check meeting State, Federal &/or local guidelines for working with children.
- Ability to effectively communicate with individuals speaking other languages; Bi-lingual and bi-literate (English/Spanish) preferred.

**Education and/or Experience:**

- Current Infant/Child CPR and First Aid certifications; certification to teach these preferred.
- Bachelor’s degree in public health, health administration, nursing, health education or closely related field, or equivalent combination of education and experience.
- Three to five years management and/or supervisory experience, preferably within the field of health services.
- Prior experience in Early Head Start or Head Start programs strongly preferred.

**Job Conditions:**

Work generally takes place indoors during normal business hours. Weekly travel, usually by personal or agency vehicle, between sites is required. The Health, Safety, and Nutrition Manager may be exposed to various childhood health conditions (colds, flu, parasites, etc.) and bodily fluids. Hours can extend beyond a typical 40 hour workweek, including evening meetings.

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First Level Supervisory Approval

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Second Level Approval