



HEAD START OF YAMHILL COUNTY
1006 NE 3RD STREET (SUITE A), MCMINNVILLE, OR 97128
POSITION DESCRIPTION

Revision Date: 05/01/2021	Position Number: HSYC 11-10-HNC
Position Title: Health & Nutrition Coordinator	Pay Range: TBD
Reports to [Job Title & Division/Department]: Executive Director	
FLSA Status: Exempt	
Positions Supervised: none	

GENERAL DESCRIPTION

Work in collaboration with the Coordinator team, staff, program consultants/contracted specialists and community partners to facilitate the delivery of quality health and nutrition services and practices to rural and at-risk children, families and pregnant women in accordance with Federal Head Start Performance Standards and local, state and or agency policies and procedures. The agency vision of the health and nutrition component is that all children, families, and staff will understand the importance of wellness and preventative care, encourage families to obtain medical and dental physicians to ensure life-long wellness support, and that all participants develop relationships and connections for health and nutrition services and support through community partnering agencies as a component of school and life readiness.

Responsible for the administration of the organization's health and nutrition program, including: program design and management; oversight and management of staff duties and responsibilities; reflective guidance practices that are responsive to the needs of staff and families; record-keeping and monitoring systems; and development of community partnerships.

MINIMUM QUALIFICATIONS:

1. Experience in administration including regulatory requirements. Head Start or Early Head Start experience preferred.
2. Knowledge of Early Childhood Development and Family/ Social Services
3. Experience in design and delivery of training
4. Experience working with staff and families with diverse backgrounds
5. Experience working with at-risk, rural families is preferred
6. Experience with Reflective Supervision is preferred
7. Ability to determine and prioritize demanding workloads while being flexible to emergent and unplanned needs and situations

8. Significant decision-making and problem solving in many areas including the allocation of resources to program components, supervisory issues, scheduling and provision of program services
9. Ability to handle highly stressful and sensitive situations in a professional manner
10. Ability to interpret and implement complex policies and regulations
11. Ability to work independently and maintain professional boundaries and confidentiality
12. Ability to exercise tact and discretion in all employee interactions
13. Strong organization and time management skills, ability to meet tight deadlines
14. Demonstrate an understanding in ethical practices as listed in the NAEYC Code of Ethics
15. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children
16. Intermediate to advanced computer skills, including internet and e-mail
17. Warm tone of voice
18. Enthusiastic, energetic, compassionate, sensitive and respectful personality
19. Willingness to learn and implement Developmental Parenting
20. Demonstrate ability to use positive guidance techniques (PBIS) with children, families, and co-workers
21. Maintain confidentiality and exercise sound judgment concerning privileged information
22. Reliable transportation

MINIMUM EDUCATION AND/OR EXPERIENCE:

Bachelor's in Health, Nutrition, Human Services or related field and 2-3 years' experience (preferred) working with low-income and at-risk families in a problem-solving capacity.

COMMUNICATION SKILLS:

1. Able to communicate effectively, positively, respectfully, sensitively and confidentially with children, families and co-workers
2. Represent the organization in a professional manner
3. Ability to read, speak, and write with proficiency in English language
4. Bilingual/ Bi-literate English/Spanish is preferred
5. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings
6. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively regarding children and families
7. Ability to participate in effective conflict resolution practices

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, State background check, child abuse/neglect check and sex

- offender check
2. Pre-employment physical and throughout employment
 3. Self-Health Appraisals throughout employment
 4. Complete the Head Start 101 and Human Resources training
 5. Obtain Food Handler's certification within 30 days of hire*
 6. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire
 7. Obtain the Prevention is Better Than Treatment Certificate within 30 days of hire*
 8. Obtain the Recognizing and Reporting Child Abuse and Neglect Certificate within 90 days of hire
 9. Obtain the CPR/1st Aid Certification within 90 days of hire*
 10. Willingness to participate in a minimum of 15 clock hours of professional development training, per year

*not required for administrative office staff/ those not typically in the classroom

Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

ESSENTIAL JOB DUTIES:

1. Plans, supervises, and facilitates comprehensive health and nutrition services for children, families and expectant women by:
 - Developing, implementing, monitoring, and reviewing the annual work and training plans
 - Working with the Transportation and Food Service Coordinator, Registered Dietician and Menu Committee in creating Cycle Menu templates for meals to be served within the program
 - Supporting the Transportation and Food Service Coordinator in the oversight and monitoring of the HSYC meal services to ensure compliance with CACFP/ ODE Child Nutrition Services requirements
 - Planning and coordinating with Family Supports and Family Educators for the delivery of health, dental and nutrition services to enrolled children and families at the lowest cost available as outlined in the program work plans and Head Start Performance Standards
 - Evaluating and monitoring the completion numbers of required immunizations for each enrolled child
 - Completing yearly Immunization Exclusion list—Primary Summary Review, coordinating with Yamhill County Public Health
 - Utilizing Child Plus reports to monitor Site and Program wide compliance with 45/90 day deadlines
 - Working with professionals and community resources to acquire lowest cost health and dental services
 - Providing staff and parents with information about health, dental and nutrition resources
 - Arranging for contracted nutrition consultant services

- Assisting in the establishment of access to preventive and acute care health services in the community through contracts and interagency agreements
- Assisting in the development of mental health, oral health and medical contracts in conjunction with local agencies in the community
- Maintaining on-going monthly Health & Safety checklists
- Participate and facilitate monthly Wellness Committee meetings
- Oversee and Facilitate HSAC meetings, twice a year
- Working with other Component Coordinators to ensure program services holistically meet the needs of participants according to program requirements
- Ensuring the use of Agency-adopted health and nutrition curriculum, assessments, materials and strategies
- Reviewing random sampling of children's files, and monthly Child Plus reports and data for timely delivery of services and adherence to program and State and Federal policies and procedures in the areas of Health and Nutrition Services components
- Ensuring referrals, assessments and screenings are completed
- Supporting staff and families in setting plans and following ups within required time lines
- Ensuring the maintenance of complete, up-to-date, and accurate records
- Monitoring, analyzing, and reporting on health and nutrition activities, data and statistics, and program information including: screenings and assessments, transitions of medically fragile children, disabilities, nutrition, parent concerns, growth, child and family health and nutrition outcomes, attendance, referrals, follow-ups, and community partnerships

2. Maintains program staff performance results by:

- Training and mentoring home visiting and teaching staff in areas of health, nutrition, and wellness, including OSHA Blood Borne Pathogen Standards; USDA/CACFP training; Civil Rights
- Participating in regular Case Management meetings with staff as needed
- Participating in regularly scheduled group and individual Reflective Supervision with staff
- Supporting staff to promote parents in their parenting role as their child's first teacher and building on that relationship to enhance parent-child attachment
- Developing and encouraging relationships (staff-parent, parent-child) based on strengths, respect, and trust
- Providing supportive staff performance reviews
- Ensuring program effectiveness through employee performance and professional development plans
- Planning, monitoring, and appraising job results
- Meeting regularly with the Coordinator Teams for reflective practices and guidance
- Implementing staff disciplinary action in accordance with Agency policy and procedures
- Reviewing and authorizing staff time, spending, and mileage records to ensure compliance

- with Agency policies and procedures, and in regards to wage and hour laws and regulations.
- Ensuring compliance with Agency occupational safety and health standards
3. Ensures the hire of qualified staff by:
- Participating in Agency hiring process and procedures
 - Participating in team interview panels
 - Providing orientation and training to new staff as required
4. Advocates for Head Start by:
- Fostering an understanding of Head Start and HSYC, its mission, vision, goals, and objectives.
 - Representing the program to outside organizations
 - Designing and delivering regular formal presentations to parents, staff, the Board of Directors and community groups to provide information and ensure collaboration and promote advocacy
 - Regularly communicating with other agencies and advocates for services for families
 - Assuming liaison role to community and state health and nutrition service agencies
5. Contributes to team effort by:
- Being a participant on the HSYC Coordinator Team
 - Demonstrating leadership ability in area of planning, organizing, supervising, and communicating
 - Collaborating with the Coordinator Team to develop coordinating work plan training sessions for pre-service and in-service training as needed throughout the year
 - Participate in the decision making and implementation of program goals and objectives
 - Assisting in the development of training objectives and activities for staff and parents
 - Completing reports and documents as required
 - Working cooperatively with Head Start staff, parents, and community members/agencies to complete activities in accordance with the work plans and Federal Performance Standards
 - Interacting with members of the Board of Directors and Policy Council upon request of Executive Director
 - Attend meetings as requested by Executive Director
 - Completing and submitting monthly reports
 - Attending local staff and parent meetings
 - Attending local and or state training
 - Assisting the Executive Director in planning for appropriate facilities and space
 - Meeting with the Executive Director as required (minimum monthly on a regular basis)
 - Establishing open and positive communication and interaction with all staff

- Participating with the HSYC Coordinator Team in program planning, establishing policies and procedures, budget preparation, grant development, and assistance with preparation of annual federal and state grants
 - Participating in the development of collaborations and facility development for future expansion of families and/or services
 - Participating in the coordination of the annual Program Self- Assessment and follow-up planning for improvement
 - Openly receiving feedback from members of the Coordinator Team and implement plans of action to comply with Head Start Performance Standards and HSYC policies
6. Maintains professional and technical knowledge and practices by:
- Establishing personal networks, attending educational workshops, attending designated training workshops or seminars, participating in training as part of the HSYC team
 - Implementing and employing the NAEYC Code of Ethics and Agency-specific ethics and policies
 - Keeping current on local, state, and federal regulations and accepted best practices applicable to Parent, Child, Infant and Toddler Development program service areas
7. Maintains confidence and protects agency operations by:
- Keeping information confidential

SUPERVISORY RESPONSIBILITIES:

1. Act as a Mentor to Classroom and Family Support Staff, Volunteers, and substitutes to support their professional growth

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to: lift up to 50 pounds with assistance
2. Bend; stoop; crawl; run after and with children on and occasional basis
3. Ability to sit for long periods of time

MENTAL DEMANDS:

1. Job requires mental alertness
2. Ability to anticipate possible crisis situations and deal with them effectively
3. Ability to use good judgment with at-risk client populations
4. Ability to handle stress and be flexible

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

1. Exposure to outside weather conditions
2. Driving in all conditions
3. Exposure to indoor environments
4. Exposure to wet and/or humid conditions due to outside weather conditions
5. Work within a team environment
6. Indoor kitchen environment on an as needed basis—fast pace during meal service times

CONFIDENTIALITY:

Respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Signature

Date

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.