

## Project Now, CAA Job Description

**Job Title:** Health & Nutrition Manager  
**Department:** Head Start  
**Reports To:** Head Start Director  
**Wage Grade:** 8  
**FLSA Status:** Exempt

**Prepared By:** Birdsall  
**Prepared Date:** June 2020  
**Approved by:** Policy Council  
**Revised by:** L. Birch  
**Revised Date:** 5/19/2021

**SUMMARY:** Functions as a member of the Head Start Management team to provide comprehensive services in accordance with all regulations and program requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties as assigned.

- Provides leadership in a team environment, including recruiting, selecting, orienting, and training of staff.
- Prepares reports, analyzes data and identifies solutions in a timely manner. Tracks and ensures comprehensive services provided to all families. Maintains accurate documentation for child, family, and support services. Utilizes database for recording and reporting data. Responsible for weekly review of relevant administrative reports from Child Plus to ensure effective monitoring of program services.
- Monitors budget, tracks authorized purchases, and recommends budget of Health & Nutrition content area.
- Ensure that Head Start program fully complies with: Head Start Performance Standards, II Dept. of Children and Family Services Licensing Standards and Child Care Act, II Dept. of Public Health, U.S.D.A., CACFP and other relevant regulatory bodies.
- Assures families have opportunity to be fully engaged in Head Start program activities. Ensures quality services are provided. Serves as liaison to welfare, social service and health agencies.
- Provide and/or supervise health and nutrition education curriculum for children, parents and staff. Plans and presents at parent committee meetings, trainings, and other family events. Provide medical, dental and nutrition training to staff at pre-service and in-services.
- Medical and Dental health services responsibilities include (but are not limited to): arrange vision and hearing screenings; review applications for completion of health requirements and dental events; ensure all medical and dental follow-ups are completed; ensure that each child receives appropriate examinations, diagnoses and treatments; ensure there are systematic procedures in place to familiarize parents w/requirements and purpose of all medical screenings and services; assist families to establish a medical/dental home for future care.
- Responsible for facilitation of developing a health plan for children who require special medical, dental or nutrition services.
- Lead Health Services Advisory Committee quarterly, recruit members to serve on the committee, develop and distribute agendas, develop and distribute a minimum of one newsletter to HSAC members annually.
- Provide medical dental training to staff at pre-service, in-service and throughout the year as needed.
- Must possess or acquire CPR & First-Aid Instructor Certification within six (6) months, possess or acquire Vision and Hearing Screening Certification within six (6) months, and possess or acquire Food Service Sanitation Manager Certification within one (1) month of employment.
- Provide CPR and First-Aid certification trainings and updates to staff as necessary.
- Completes observations of kitchen staff and meal service regularly.
- Addresses the physical, mental, emotional, and social health needs of students and supports their achievement in the learning process.
- Actively participates in management team by attending program-planning meetings; ensuring systems are in place for implementation of program activities. Maintains connections with community services and other organizations, advocating for families; obtaining and maintaining service agreements; serving in an advisory capacity; and developing new partnerships to benefit Head Start families.
- Arranges for transportation (as needed) for appointments and referrals.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to travel area-wide, and to access classroom sites and family homes to evaluate program activities.
- Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to pass a medical examination, certifying freedom from communicable disease upon offer of employment.
- Requires a valid driver's license, reliable transportation and proof of insurance.

**SUPERVISORY RESPONSIBILITIES:** This position supervises the Cooks in all three counties.

**EDUCATION and EXPERIENCE:**

- Bachelor's degree in Health or related field
- RN, LPN or EMT with at least 5 years of verifiable experience
- Previous experience in pediatric health, public health, or health preferred.
- Three (3) years of supervisory experience preferred.
- Requires minimum age of twenty-one (21) years to comply with regulations.

**PHYSICAL DEMANDS and WORK ENVIRONMENT** While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. These physical demands are as with handling children of the pre-school age. Environment will be of a normal office environment and normal pre-school environment.

**Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing needs.**