

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>Health/Nutrition Coordinator</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	17
<b>FLSA Status:</b>	TBD
<b>Job Code:</b>	851
<b>Reports to:</b>	Head Start Director

### **JOB SUMMARY**

Under the direction of the Head Start Director, the Health/Nutrition Coordinator ensures each child receives preventive health care, including dental exams, physical examinations, screenings, and immunizations. Monitors the implementation of state and federal health, nutrition, and safety requirements described in the Head Start Program Performance Standards. Provides student, parent, and staff education in health, safety and nutrition practices. Supervises health specialist staff.

### **ESSENTIAL JOB FUNCTIONS**

- Manages all of the Head Start and Early Head Start requirements in the areas of health, safety, and nutrition.
- Manages all early childhood programs to ensure compliance with local, state and federal requirements relating to health, safety, and nutrition as outlined in the Head Start Program Performance Standards.
- Ensures each Early Head Start and Head Start child receives an annual physical examination, including a hematocrit/hemoglobin and a dental examination as described in state and federal requirements.
- Ensures each family identifies a medical and dental home before exiting the program.
- Ensures each child's file includes a written medical and dental history and signed parental consent forms.
- Arranges for parent transportation to and from examinations when needed.
- Arranges for and assists parents in completing necessary follow-up health care.
- Performs, monitors, and records required health screenings on each child.
- Purchases items and/or services for clients as needed.
- Informs parents of any health-related testing and test results.
- Monitors and documents Head Start staff in receiving a physical examination upon hire and every five years and a tuberculosis test upon hire.
- Sends reports to the State Services for the Blind listing vision screenings and any referrals made.
- Monitors each child's immunizations and sends a yearly report of children's

immunization status to the Davis County Health Department.

- Prepares a summary of all health screenings, examinations and immunizations to give to parents at the end of the year.
- Monitors the safety all classrooms used by children, and generates accident reports as required.
- Provide first aid training and CPR certification for all staff.
- Works with school district personnel and community representatives in planning and implementing an emergency preparedness plan.
- Supervises the care of Early Head Start and Head Start children who become ill at school.
- In collaboration with the Davis School District nurses, oversees the administration of any prescribed medication given at school.
- Checks children for head lice, notifying parents if positive, and rechecking upon re-admittance after treatment.
- Monitors health practices in the classroom (i.e. tooth brushing, hand washing, etc.).
- Ensures all teachers and assistants have current food handler's permits posted in their classrooms.
- Sends information on communicable diseases to parents and advises parents when their child has been exposed to a communicable disease.
- Provides training and resources on health and nutrition subjects.
- Ensures health posters and visual aids are available to teachers and parents.
- Assists in preparing a resource book to be given to parents annually.
- Sends health, nutrition, and safety information to parents via the Head Start newsletter and social media.
- Provides training on health, safety and nutrition topics for staff and parents.
- Oversees the early childhood program snacks program. Plans menus and maintains a snack budget.
- Determines each child's free lunch status according to Federal guidelines.
- Assists the nutrition consultant in preparing and implementing a plan for any child who has a nutrition problem including childhood obesity or food allergies.
- Organizes and conducts no less than two Health Advisory Board meetings each year. Contacts professionals to serve on the board.
- Assists with Head Start registration and enrollment.
- Maintains health and nutrition budgets and ensures funds are spent appropriately.

### **MINIMUM REQUIREMENTS**

- Bachelor's degree in health, public health services, or a related field.
- Three (3) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Certified CPR and First Aid trainer.
- Driver's license.

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

- Knowledge of best practices in health, safety and nutrition.
- Excellent communication and interpersonal skills.
- Ability to and prepare/process purchase orders.
- Ability to maintain inventory and property.
- Ability to determine benefit eligibility.
- Ability to effectively manage grant funds.

- Ability to make budget recommendations, determine budget allocation and manage the department budget.
- Ability to use small office equipment and computers.

**PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crouching, feeling, fingering, grasping, handling, hearing, kneeling, mental acuity, reaching, speaking, talking, visual acuity and walking.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*