

College of Southern Idaho Head Start/Early Head Start
JOB DESCRIPTION

JOB TITLE: Health & Nutrition Specialist
SALARY LEVEL: I

DRAFTED: 2013
REPORTS TO: Children's Services Specialist

MISSION STATEMENT: This position is responsible for developing Health & Nutrition program policies/ procedures and integrating them throughout the Head Start/ Early Head Start program. This position will collaborate with Head Start and Early Head Start Center Supervisors, Coordinators, Specialists, contracted medical & dental providers as well as key members of the Health Services Advisory Committee.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Serve as Health & Nutrition advisor and Training & Technical Assistance provider for the program.
3. Monitor and manage the Health & Nutrition plan through coordination activities with staff and community resources.
4. Assure integration of all work plans throughout the Head Start/Early Head Start program
5. Monitor and manage the contracted nurses to provide services to Early Head Start pregnant mothers, newborns, infants and children.
6. Monitor and manage Medical, Dental and Nutrition contracts that provide services to Head Start/Early Head Start children & families.
7. Monitor and manage the program's policy on Medication Administration.
8. Organize and facilitate the Health & Nutrition Advisory Board.
9. Assist in the general administration of the Head Start/Early Head Start program by participating in the ongoing program evaluation and planning process and assisting in the annual self-audit activities.
10. Facilitate Health & Nutrition, First Aid and CPR training for staff in the program.
11. Collaborate with and utilize the services of other Health & Nutrition agencies.
12. Continue to establish and enhance the network of medical service providers for low-income families in the program.
13. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- Baccalaureate in Health related field
- Two years experience working in/with medical community
- Ability to write nursing health care plans and individual child plans
- Ability to make an educated recommendation for referrals to obtain a medical diagnosis
- Ability to communicate effectively
- Knowledge of nutrition and special health conditions, Idaho State EPSDT requirements
- Experience in OB-GYN, post partum care, care of newborns and infants
- Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

ADDITIONAL:

- Advanced degree in related field

I, _____ have read this job description and understand its contents.
(Print your name here)

Employee's Signature

Date

Witness Signature

Date