

JOB OPENING (JOB CODE: HS004)

[JOB TITLE:] Health Services Manager **[SALARY RANGE]** \$47,735- \$59,668/ annum

[CONTACT:] Human Resource Department 2701 S. Chase Avenue, Milwaukee, WI 53207

[LOCATION:] Mt. Vernon, MO **[STATUS:]** Full Time **[TERM:]** Regular

[CLOSING DATE:] Until Filled **[APPLICATION DEADLINE:]** Until Filled

[NUMBER OF OPENINGS:] 1 **[JOB TYPE:]** Internal/External

[SUMMARY:]

Under the general direction of the Head Start/Migrant Head Start Director, is responsible for the planning, developing and coordinating of a comprehensive health and safety services program that meets the needs of infant, toddlers and pre-school children and their families in accordance with the Revised Head Start Performance Standards, Licensing Rules for Group Day Care Centers, local and state regulations.

[JOB DUTIES:]

1. Responsible to develop effective systems that ensure the implementation of all Health functions as outlined in the Head Start Performance Standards (Child Development/Health Services Program Area).
2. Will work closely with the USDA/Non-Federal Share Specialist to ensure implementation of the nutrition program for all children enrolled.
3. Ensure the determination of child's health status within timelines mandated by the Head Start Performance Standard.
4. Secure health contracts and agreements before the beginning of the program year.
5. Responsible to develop and maintain an effective Health Services Advisory Committee.
6. Monitor the implementation of policies and procedures for health emergencies, transportation and storage of medications.
7. Develop and monitor policies and procedures regarding injury/accident prevention and reporting, hygiene, sanitation, food handling, diapering and hand washing.
8. Assists in the development and management of the Health budget, providing guidance and direction to center personnel in the procurement/purchase of related health and supplies and equipment.
9. Works in coordination with the USDA/Non-Federal Share Specialist to provide guidance and direction on Health/Nutrition Policies and Procedures to the Nutrition Consultant in the areas of "special diets", menu changes, nutritional assessment and community collaboration projects.
10. Responsible to develop systems that ensure the timely delivery of all mandated health services to children and their families.
11. Responsible to develop systems that survey and acquire parental input in the development of a Parent Training Plan that addresses all health and nutrition requirements.
12. Develop and monitor the implementation of the Occupational Safety Health Agency (OSHA) program by conducting the following activities: Material Safety Data Sheet (MSDS) and Hazard Communication Program is made available to staff; exposure control plan and right to know law is posted at the center; biohazard containers are available throughout the center.
13. In coordination with the other Content Area Managers and the center personnel with the development/implementation of a "transitional program" that facilitates for parents record transfer, services continuity, information sharing, etc. ensuring that confidentiality of records is always maintained.

14. Monitor, track and document all children and personnel accidents.
15. Assists in the gathering/compiling and interpretation of relevant data that will be utilized for the completion of the Head Start/Migrant Head Start Program's community assessment and develops goals/objectives and appropriate planning to meet these needs.
16. Plan and coordinate First Aid, CPR and Blood Borne Pathogen training for staff, parents and volunteers.
17. Responsible to participate in the non-federal share match program to the fullest extent by seeking community volunteers and documenting appropriately.
18. Provides relevant health training to center staff in the areas of responsibilities, including orientation in the respective area plan.
19. Attends meetings, seminars, workshops and performs other duties as assigned and necessary.

[QUALIFICATIONS:]

1. Bachelor of Science Degree in Public Health Administration, Health Management, Nursing or any related field.
2. Must have at least 1 to 2 years experience working with parents in Health/Social Services setting, including demonstrated skills in development of community health and nutrition collaboration.
3. Must be able to plan, coordinate, report and monitor the Health/Nutrition Services Program.
4. Basic computer skills; good oral and written communications skills.
5. Must have reliable automotive transportation, valid driver license and appropriate automotive liability insurance.
6. Willing to travel and work irregular hours.

CONDITION OF EMPLOYMENT:

Employment with UMOS is contingent upon successful completion of a criminal background check prior to starting. All employees must complete a physical exam and tb test showing absence of Tuberculosis within 30 days of employment.

WORK ENVIRONMENT

The 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 will be considered to enable individuals with disabilities to perform the essential functions.

Physical Demands: 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and /or move up to 40 lbs.; 3) occasionally required to drive; 4) frequently exposed to moderate temperature generally encountered in a controlled temperature environment; 5) noise level in this work is usually quiet to moderate.

Tools & Equipment Used: a) phones, computer system; b) fax machine, copy machine, laminator, typewriter, calculator; c) first aid equipment, fire extinguisher. Usage varies by position.

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Equal Opportunity Affirmative Action Employer

10/18/19