

JOB OPENING (JOB CODE: TX021)

[JOB TITLE:] Health Services Manager

[SALARY BASE:] Competitive Salary

[CONTACT:] Human Resources Dept. 2701 S. Chase Avenue. Milwaukee, WI 53207

[LOCATION:] Donna

[STATUS:] Full Time [TERM:] Regular

[CLOSING DATE:] Until filled

[APPLICATION DEADLINE:] 11/29/20

[NUMBER OF OPENINGS:] 2

[JOB TYPE:] Internal/External

[SUMMARY:] Under the general direction of the Regional Director, is responsible for the planning, developing and coordinating of a comprehensive health and safety services program that meets the needs of pregnant women, 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. Responsible for the leadership, direction, and oversight in the areas of planning, development, and implementation of operational policies and procedures for health, including child medical, dental, mental health, and child nutrition for all children including those with disabilities. Implements the program's management systems and procedures; i.e., involving families, planning, communication, record keeping and reporting, ongoing monitoring and self-assessment. Works closely with the agency's Food Services personnel to ensure nutritious meals are served to the children, and families have input into meal planning.

[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) and maintains confidentiality of all health records.
2. Will work closely with the Nutrition/ USDA/CACFP personnel to ensure implementation of the nutrition program for all children enrolled and assist coordinating and teaching staff in implementing a health/nutrition education and safety curriculum obtaining input from other staff and parents.
3. Ensure the determination of child's health status within timelines mandated by the Head Start Performance Standard and schedule comprehensive screenings within forty-five (45) days and ninety (90) days and implement follow-up treatment services, as necessary.
4. Responsible to develop systems that ensure the timely delivery of all mandated health services to children and their families and assures that all children maintain up-to-date age-appropriate schedule of Well-Child Visit and ensure there is follow-up treatment for all health problems detected on enrolled children.
5. Assist center level coordinating personnel in the review, evaluation and interpretation of health records to determine appropriate health services and participates in staffing of children and is responsible for all health recommendations IEP/IFSP meetings as requested.
6. Ensures the maintenance of individual health records of all children and maintains a health tracking system and analyzes Family Data Base systems Health Reports such *Child PLUS* and follow-up or through on identified needs.
7. Completes all written reports necessary i.e., monthly reports, Program Information Report.
8. Work with Family Services personnel to inform parents regarding the health/nutrition problems of their children, designs and conducts health/nutrition education for parents and staff and develop Individual Health Care Plans as needed.

9. Develops a list of local health/nutrition resources and establishes working relationships with local providers through contracts and agreements, as appropriate.
10. Responsible to maintain an effective Health Services Advisory Committee and assist in the annual updates, comprehensive delivery of health care services to include medical, dental, mental health and nutrition and revisions of health, nutritional, disabilities, mental health and nutrition plan and procedures in conjunction with the Policy Council and parents.
11. Will monitor and provide training on the administration of all medication, in accordance with State requirements and agency's procedures.
12. Monitor the implementation of policies and procedures for health emergencies, transportation and storage of medications.
13. Develop and monitor policies and procedures regarding injury/accident prevention and reporting, hygiene, sanitation, food handling, diapering and hand washing and monitor, track and document all children and personnel accidents.
14. 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 such as medical supplies for first aid kits/fanny packs.
15. Works in coordination with the Nutrition/ USDA/CACFP personnel 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.
16. Monitors food preparations, meal services, storage areas, equipment and supplies (including vehicles used to transport food).
17. 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.
18. 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.
19. 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.
20. Assists in the gathering/compiling and interpretation of relevant data that will be utilized for the completion of the community assessment and develops goals/objectives and appropriate planning to meet these needs.
21. Plan and coordinate First Aid, CPR and Blood Borne Pathogen training for staff, parents and volunteers.
22. Responsible to participate in the non-federal share match program to the fullest extent by seeking community volunteers and documenting appropriately.
23. Provides relevant health training to center staff in the areas of responsibilities, including orientation in the respective area plan.
24. 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. Masters' Degree Preferred.
2. Must have a combination of 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 and 1 year of supervisory experience.
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 employment. All employees must complete a physical exam and TB test showing absence of Tuberculosis within 30 days of employment or sooner if required by local/state regulation.

WORK ENVIRONMENT

The demands described here are representative of those that must be met by an employee to successfully perform the job functions. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential job 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, computer, calculator; c) first aid equipment, fire extinguisher. Usage varies by position.

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Equal Opportunity Affirmative Action Employer

11/16/20