

Health Services Manager

JOB CODE: HS001

Schedule: Full Time On-Site

Work Status: Regular / Exempt

Salary: 23.41/hr. based on experience

Location: Donna, Texas

We Invite You to Join UMOs' Diverse & Dedicated Team

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOs' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOs is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

Benefits

To support its team members, UMOs offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOs annually contributes at least 3% of employees' eligible compensation

Advancement

In addition, UMOs offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

Diversity & Equal Opportunity

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

Do you want to help families and children succeed in meeting their health and safety needs so they can be successful in life? If you do, we need someone to coordinate, monitor, and maintain health compliance protocols/procedures for children in our Head Start centers.

In this role, you will serve as Health Services Manager for the Head Start program. This position 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.

Primary Responsibilities (not all inclusive):

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.

Qualifications:

1. Demonstration of COVID-19 Vaccination required as regulated by the federal Office of Head Start. Where applicable by law, accommodations/exemptions may be considered.
2. Bachelor of Science Degree in Public Health Administration, Health Management, Nursing or any related field. Masters' Degree Preferred.
3. 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.
4. Must be able to plan, coordinate, report and monitor the Health/Nutrition Services Program.
5. Basic computer skills; good oral and written communications skills.
6. Must have reliable automotive transportation, valid driver license and appropriate automotive liability insurance.
7. Willing to travel and work irregular hours.

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Equal Opportunity Affirmative Action Employer