Title: Early Head Start Health and Dental Manager  
Department: Programs  
FLSA Status: Exempt  
Reports to: Early Head Start Child Care Partnership Director  
Date: January 2015

Job Summary:

The Early Head Start Health and Dental Manager will provide direction for the Early Head Start Child Care Partnership programs. He/she will set and oversee the implementation of all health and dental services for the program. The Health & Dental Manager will develop community partnerships, engage diverse partners, work with families and community leaders to implement Policy Council guidance, and demonstrate a commitment to early childhood best practices and innovation.

Essential Duties and Responsibilities:

- Serve as the lead for the coordination and implementation of all health and dental services for infants, toddlers and their families enrolled in the Early Head Start Child Care Partnership program
- Develop systems to evaluate and ensure children served have an ongoing source of continuous, accessible age appropriate preventive and primary health care, which includes medical, dental and mental health; document medical and dental home for each child in the program
- Work with community partners to expand access to health care services for children and families, including regular well child visits and immunizations
- Lead development of maintenance of system to track the provision of health care services
- Develop and oversee systems to ensure children or families who need further diagnostic testing, examination, and treatment receive this from an appropriate licensed or certified professional
- Develop and oversee system to ensure all children enrolled in the program are screened within 45 days, and receive appropriate follow up, to include more comprehensive assessment, if any concerns arise from the screening.
- Work with other program coordinators (education, mental health, disabilities) to ensure children with disabilities receive appropriate medical and dental care.
- Develop and monitor appropriate service area plan and monitoring
- Ensure appropriate documentation through the Program Information Report (PIR) and Office of Head Start Monitoring Instrument processes
- Monitor, track, oversee and assure confidentiality of all records
- Work closely with all Head Start content area managers and corresponding staff
- Co-develop and monitor relevant budgets, plans and strategies for the health and dental activities
- In partnership with relevant staff, develop, direct and coordinate the hiring, training, and evaluation of the program’s health and dental personnel
- Responsible for the use of an agency paid cell phone and/or P.D.A.-Blackberry device
- Responsible for the content of the Manager’s departmental related portion of the ELC website and the maintenance/accuracy of that content
- Performs related duties as required

Skills and Abilities:

- Accountability
- Must be pro-active to the needs of the program.
- Excellent interpersonal skills
- Public Speaking skills
- Prior management experience required
- Excellent communication skills, both written and oral
• Ability to work effectively with a diverse population
• Spanish language ability helpful but not required

Computer Equipment and Software Requirements:

• Microsoft Office Suite

Education and Experience Required:

• Bachelor’s degree and experience in public health, nursing, health education, maternal and child health, or health administration. Master’s preferred.
• Leadership and training skills
• Experience coordinating community partners to ensure health care and/or dental services are provided
• Thorough knowledge and ability to keep up-to-date on State/Federal regulations and Head Start performance standards and practices
• Superior communication and interpersonal skills highly desirable; must be highly self-motivated and self-directing
• Training, education or experience may be substituted for certain minimum qualifications

Physical Demands:

The physical 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 may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an “at will” relationship.