

## Job Description

**Title: Health Manager**  
**FLSA Status: Exempt**  
**Date: Nov 2018**

**Department: Early Head Start**  
**Reports to: VP for Early Head Start**

### Job Summary:

The **Health 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, as well as ensure healthy and safe environments for the children. The Health 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:

#### General

- Establish goals for health, dental, health and safety and community partnerships.
- Develop and implement a qualitative and quantitative process for collecting, tracking, and analyzing outcomes.
- Actively participate in the program's strategic planning.
- Develops relevant policies and procedures.
- Ensure compliance with Head Start Performance Standards and program policies and procedures
- Interpret, clarify, and ensure compliance with regulations, best practices and delivery of high quality services to children and families.
- Ensure appropriate documentation through the Program Information Report (PIR)
- Co-develop and monitor relevant budgets, plans and strategies for activities associated with the health and well-being of children and their families.
- In partnership with relevant staff, develop, direct and coordinate the hiring, training, and evaluation of the program's personnel.
- Select and train new childcare partners.
- Develops the staff on a day-to-day basis through observation, training and coaching.
- Work collaboratively with all Head Start content area managers.
- Establish and implement a process for assuring and monitor the confidentiality of all records.
- Monitors staff performance and provides guidance as needed.
- Prepare reports as requested.
- Develop Scope of Work for relevant contracts and Memorandums of Understanding.
- Provide information for the programs' annual report.
- Take an active leadership role in the program's annual self-assessment
- Provide support with procurement process.
- Responsible for agency paid equipment (e.g. cell phone, laptop, tablet, scanner, printer, etc.)
- Assist with obtaining in-kind to comply with the grants non-federal share.
- Stay abreast with the latest research and trends on family advocacy, social work, client recruitment, and community engagement.
- Participate in periodic audits and Federal Review as necessary.
- Coordinates the Health Advisory Meetings at least twice a year.
- Track staff's compliance with required health documents for their jobs.

#### Health and Dental

- 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.
- Lead development of maintenance system to track the provision of health and dental care services.

- 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.
- 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 for vision and hearing within 45 days, and receive appropriate follow up, to include more comprehensive assessment, if any concerns arise from the screening.
- Work with other content area managers and staff (education, mental health, disabilities) to ensure children with medical and dental concerns that impact other areas of development and health receive comprehensive services.
- Review, evaluate and interpret health records to assess needs and to plan and implement special programs or activities to meet these needs and to assure high quality comprehensive services

### **Health and Safety**

- Ensure classrooms conduct daily health and safety inspections inside and outside.
- Develop a system for monitoring and ensure compliance with health and safety regulations.
- Develop procedures and train staff for addressing contagious diseases and sanitizing classrooms.

### **Community**

- Establish community partnerships to expand access to health and dental care services for children and families.
- Monitors compliance with relevant contracts and Memorandums of Understanding and maintains a process for communication with consultant/vendors/partners to ensure effective implementation of Scope of Work.

### **Skills and Abilities:**

- Reliable and Accountable
- Innovative and Strategic Thinker
- Has good judgment and emotional maturity
- Organized and responsive
- Highly self-motivated and self-directing
- Excellent interpersonal skills and customer service
- 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
- Superior communication and interpersonal skills highly desirable; must be highly self-motivated and self-directing
- Leadership and training skills
- Ability to keep up-to-date on State/Federal regulations

### **Experience and Knowledge:**

- Registered Nurse
- Has administrative experience.
- Prior clinical experience with families of young children preferred.
- Microsoft Office Suite
- Knowledge and experience in child development and early childhood health, safety, and nutrition.
- Skilled in communicating with and motivating people
- Knowledge of community resources and the skills to link families with appropriate agencies and services
- Knowledge of Head Start performance standards and regulations preferred but not required
- Training, education or experience may be substituted for certain minimum qualifications

**Special Requirements:**

- Must be willing to travel all areas, as needed, within the South Florida areas to perform required tasks and provide own reliable transportation.
- Requires a valid Florida Driver’s License, a good driving record and automobile insurance, as required by the Early Learning Coalition driving policy
- 30% or more travel will be required if needed
- Must pass a physical examination at the time of hire and every 2 years thereafter
- Must pass a Level II background screening hire.
- Must pass drug test prior to hire.

**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.**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date