

POSITION SPECIFICATION

POSITION TITLE: Health/Disabilities Coordinator
POSITION CLASSIFICATION: Non - Exempt Employee
SALARY RANGE: \$18.00 – \$19.01 per hour

QUALIFICATIONS:

Individuals should have a Bachelor's Degree in Community Health, Health Education, or a related field, or be Registered Nurse. Administrative experience and training desirable. Clearance from New York State Central Registry of Child Abuse and Maltreatment and New York State Criminal background check is required as well as a pre-employment physical and Tuberculin screening and every two years thereafter.

POSITION SUMMARY:

Plan, develop, and coordinate the health and disabilities service areas of Head Start in collaboration with the Assistant Head Start Director, and the Head Start Director. Supervise Health Professionals. Coordinate services for children with special needs and disabilities. Individuals must possess strong management, communication, and organizational skills. Due to the nature of this position, a hybrid remote work situation may be considered at the discretion of management.

SUPERVISOR:

The Health & Disabilities Coordinator is directly responsible to the Assistant Head Start Director and the Head Start Director.

CRITICAL ELEMENTS:

1. Respect and maintain confidentiality and adhere to HIPAA regulations according to program policy.
2. Plans, develops, and implements comprehensive health and disabilities services of Head Start according to the Performance Standards.
3. Monitors and oversees individual center Health Care Plans and staff training for ongoing individual child health issues and, in collaboration with the Assistant Head Start Director, and Head Start Director assuring that Head Start meets all OCFS Medication Administration requirements.
4. Responsible for the coordination of Health Professionals including training, ongoing monitoring, and conducting performance appraisals to ensure successful health outcomes for children and families.
5. Ensure compliance with all federal, state, and local policies and regulations as set forth by Performance Standards and Day Care Regulations as well as with Medical Consultant's direction.
6. Implement and manage a monitoring system for health concerns, health screenings, and a tracking tool for children with disabilities. Submit health and disabilities reports to the Assistant Director and the Director as indicated.
7. Collaborate with the Head Start administrative team to assess, plan and implement program goals as indicated by the yearly program self-assessment.

8. Collaborate with teachers, Home Based Visitors, Health Professionals, Education Coordinator, Home Based Visitor Coordinator and local educational agencies to ensure children with special needs are receiving services as mandated by IDEA.

GENERAL RESPONSIBILITIES:

1. Attend appropriate training and/or meetings; on-site, cluster, state-wide, or regional including out-of-county/overnight training.
2. Review and update Health and Disabilities Service Area Guides with assistance from the Health Professional annually in accordance with State and Federal mandates.
3. Monitor staff physicals and Mantoux screenings in conjunction with the Head Start Administrative Assistant.
4. Assist in developing and participating in Health Advisory Board meetings three times a year.
5. Plan and conduct health service area meetings for program Health Professionals monthly for training, networking, and program planning.
6. In collaboration with the Education Coordinator, Home Based Coordinator, and Health Professionals orient new teaching staff and Home-Based Visitors to the health and disabilities service areas.
7. Observe children with special needs and assist staff and other coordinators with strategies to work with families and children with special needs.
8. Conduct visits monthly for each program nurse. Provide a verbal and written observation summarization of the center or Home Based site visit including recommendations and corrective actions, if needed to the Assistant Head Start Director and the Head Start Director, who will review prior to employee receipt.
9. Integrate health education into the total program for staff, parents, and children. Assist Health Professionals to develop health education presentations to staff, children, and parents.
10. Collaborate with community agencies to advocate for the needs of Head Start children and families.
11. Review Health Professionals biweekly timesheets for accuracy.
12. Attend Administration Meetings on a weekly basis, as schedule permits.
13. Attend and participate in CPSE meetings that involve Head Start Children and develop good working relationships with CPSE chairs throughout St. Lawrence County.
14. Participate in the annual Self-Assessment of the Head Start Program
15. Assist in completing the annual immunization survey for all the children entered into the Head Start Program per DOH (Department of Health) requirements.
16. Collect and Monitor Health Professional's Formal OCFS training log once a year.
17. Collect and monitor Health Professional's monthly training log and calculate monthly training hours to submit to Head Start Director by the first Friday of each new month to have for the Board Meeting.

This job description is not intended to be all-inclusive. The Health & Disabilities Coordinator will perform other reasonable, related business tasks/duties as assigned by the Director, Assistant Director and/or as assigned in the Program's Integrated Plan.

This organization reserves the right to revise/alter job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Staff Signature

Date

Print Name

Revised: February 23, 2023
Policy Council Approval: March 8, 2023
Board of Directors Approval: March 15, 2023