



WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.
Conway, South Carolina



JOB DESCRIPTION

JOB TITLE	<u>HEALTH MANAGER</u>	GRADE:	<u>11</u>
COMPONENT:	<u>HEAD START/EHS</u>	DATE REVISED:	<u>01/26/2018</u>
REPORTS TO:	<u>HEAD START DIRECTOR</u>	STATUS:	<u>EXEMPT</u>

I. INTRODUCTION:

Under general direction of the Head Start Director, using complex analytical judgment, develops, coordinator and implements all activities for achieving a comprehensive health services program which includes a broad range of medical, dental and mental health services to assist in the physical, emotional, cognitive and social development of children and families.

II. DUTIES AND RESPONSIBILITIES:

1. Develops and implements approved strategies for achieving a comprehensive health services program which meets the objectives of the funding source and includes a broad range of medical and dental health services.
2. Assists Family Services in maintaining a Health Services Advisory Committee to assist in planning, operating, advising and evaluating the health services program.
3. Plans, coordinates and implements a program to insure thorough health screening, medical/dental examinations and follow-ups on all children.
4. Plans, coordinates with local physicians and health services the treatment of identified health problems in children and make necessary arrangements to insure children receive treatment where possible. (This includes in-kind professional services where possible).
5. Assist families in identifying medical/dental home.
6. Monitor and maintain accurate and complete individual (confidential) health records including thorough documentation of child’s medical/dental history screening/examination test results, treatment and follow-ups, etc. and identification of any disabling conditions or special needs.
7. Responsible for maintaining/monitoring all health information in file/computer system.
8. Identify any disabling conditions or special needs and refer to the Disability/Mental Health Manager.
9. Develops, coordinates, and implements a plan to provide an organized health education program for staff, parents, and children, including preventive health, emergency first-aid, available health services, etc.; provides staff/parent individual consultation on child’s health problems.
10. Provide staff and parents with individual consultation on children’s health problems.
11. Monitors physical environment of center based options to insure that all safety and health standards are met.
12. Attends pertinent workshops, seminars, pre-service and in-service trainings as required to include out of area and overnight.
13. In conjunction with T&TA Manager revises and implements an Individualized Professional Development Plan.
14. May participate in interviewing of health staff.
15. Sets annual goals with health staff and conducts health staff evaluations annually.
16. Assists with increasing in-kind services and donations each year.
17. Conduct LEAD screenings for children as needed.
18. Conduct Infant and toddler CPR and First Aid training for Head Start/EHS staff.

19. Performs Head Start/EHS staff screenings as required.
20. Such other duties are assigned within state and federal guidelines.

III. QUALIFICATIONS:

A. NECESSARY (Entry Requirements): Hired after November 7, 2016

1. Must possess a Baccalaureate Degree preferably related to Nursing.
2. At least three (3) years experience in nursing;
3. Must possess trainer certification for Infant/Toddler CPR and First Aid.
4. Extensive knowledge (at least three (3) years experience) in techniques and methods for identifying persons with health problems or special needs and for overcoming those deficiencies/problems.
5. Extensive knowledge (at least three (3) years experience) in communicating effectively, both orally and in writing, and in the preparation of medical reports/records, narratives, etc.
6. Extensive knowledge (at least three (3) years experience) in establishing and maintaining working relationships with medical professionals, groups, organizations, etc. and/or in the concepts of making effective contacts with individuals, families, etc. for the purpose of data collection, counseling, information sharing, etc.
7. Valid driver's license or responsible transportation.
8. Ability to attend overnight meetings and workshops.
9. Ability to maintain and retrieve files.
10. Able to lift 25 pounds.
11. Must meet all federal, state and local license requirements for employment to include background checks.

B. DESIRABLE:

1. Additional to qualifications, R.N. and considerable knowledge (at least two (2) years experience) of community action concepts.
2. Considerable knowledge (at least two (2) years experience) of the government regulations and guidelines for operation of Head Start Programs.

IV. MOBILITY:

Upward-----Head Start Director
Lateral-----Education Manager
Downward-----Nurse

Signature

Date

Policy Council Approval: January 18, 2018

Board of Directors Approval: January 26, 2018