

Health and Nutrition Coordinator

Promote positive health, nutrition, and dental programs for children and families. Coordinate screening, follow-up, and community outreach. Provide ongoing monitoring of health, nutrition, and dental services.

ESSENTIAL FUNCTIONS

Key Performance Area - Supervisory

- Provides support and guidance to Health Assistant
- Conducts regularly scheduled reflective supervision sessions with the Health Assistant
- Regularly meets with family services staff, classroom staff, and Health Assistant to assure compliance with regulations
- In collaboration with Human Resources Manager, follows disciplinary procedures as required
- Conducts introductory appraisals with Health Assistant within 90-days of hire
- Conducts annual performance appraisal in May of each year

Key Performance Area – Health and Nutrition Services

Physical Health:

- Monitor compliance with required health screenings and follow-up for enrolled children
- Monitor immunizations to assure compliance with regulations
- Review health plans with classroom staff to assure they are aware of health-related issues of each child
- Assist with vision and hearing screenings for children within 45 days of enrollment
- Communicate with health professionals to clarify notes on physical examinations
- Assure timely referral process for children with identified health concerns
- Assist with developing health related procedures that comply with applicable standards
- Determine whether children have a source of on-going health and dental care
- Assure implementation of health follow up plans for children needing medical treatment

Nutrition:

- Assure compliance with Head Start Performance Standards And CACFP regulations with regard to meals and meal service in the classrooms
- Work with contracted Registered Dietitian to develop individualized nutrition plans for children with food sensitivities or other special nutritional needs
- Assist with menu development
- Assure menu is reflective of the cultural representation of the children enrolled in the program
- In collaboration with staff, use growth assessments to determine nutritional needs of program participants
- Assist in developing mealtime procedures that comply with all applicable standards
- Collaborate with catering source to assure compliance with Head Start Performance Standards' nutritional guidance

Child Care Food Program:

- Assure completion of all applicable Child and Adult Care Food Program (CACFP) forms such as special diet documentation, as requested.
- Assist Family Services, Health & Early Head Start Manager, submit annual CACFP application as requested.

Family Partnerships:

- Assist parents in understanding the importance of good health, nutritional, and dental habits
- Collaborate with health, nutrition, and dental professionals, staff, and parents to coordinate health and dental services as needed

Staff and Parent Training:

- Provide periodic training to staff in health, nutrition, and dental areas
- Provide training to staff in the health and sanitation area
- Assist staff in understanding recordkeeping procedures for CACFP

- Provide training to parents on health and/or nutrition topics as needed and/or requested

Key Performance Area – Oral Health

Dental Records:

- Assure dental screenings within 90 days of enrollment into the program
- Assist families in following up with dental care needs as detailed on examination form

Program Oral Health:

- Review and suggest oral health curriculum for the program

Staff and Parent Training:

- Assist staff in understanding health, dental, and nutrition routines in the classroom
- Provides Cavity Free Kids curriculum training to assure appropriate implementation
- Attends health, nutrition, and dental conferences to assure best practices
- Provide health, nutrition, or dental related training at Open Forum events as requested
- Provide training to parents on dental topics as needed and/or requested

Key Performance Area – Community Partnerships

Current resources and community connections:

- Maintain current knowledge of nutritional, dietary, health, and dental resources in the community
- Provide resources to staff and families as needed to help connect families with nutrition, dietary, health, and dental services
- Provide referrals for nutrition, dietary, health, and dental services
- Maintain a current list of primary care physician who accept Denali Kid Care
- Maintain a current list of dental providers who work with children and accept Denali Kid Care

Community collaboration:

- Facilitates Health/Nutrition Services Advisory Committee
- Collaborate with other community health services providers through meetings, discussions, and other forums as requested by Management

Key Performance Area – Monitoring

- Assure accuracy of program information by monitoring quality of health, nutrition, and dental services
- Monitor data from the Kids' Corps database to assure accuracy of information
- Monitor menus and to assure compliance with regulations
- Monitor individualized nutrition plans
- Monitor health screenings for completion and follow-up
- Monitor dental screenings for completion and follow-up
- Conducts health related family staffing
- Analyze health, dental, and nutrition reports and provide recommendations for improving services
- Conducts quarterly CACFP site reviews

Key Performance Area – Work Habits and Practices

- Report to work, on a regular basis, as scheduled
- Function as an effective team member
- Demonstrate a commitment to Kid's Corps, Inc. mission, values, policies, and procedures in the performance of job duties
- Continue to increase professional knowledge, skills and competencies in job related areas; incorporate and demonstrate new knowledge and skills while performing duties
- Maintain confidentiality of program information, staff information, and participant information
- Attend and participate in staff meetings and training sessions
- Demonstrate professional conduct and behavior

Position Description

- Accept responsibility for seeking assistance and guidance when needed to effectively perform duties
- Incorporate constructive direction from supervisor to improve job performance
- Accept responsibility for quality job performance and make changes as needed

Key Performance Area – Recordkeeping and Reporting

- Inputs data into Kids' Corps database as requested
- Assures accuracy of child file information by logging communications with families in the Family Contact Log in the Kids' Corps database
- Filing information received according to guidance provided
- Record follow-up, referrals, etc. in child files and in Kids' Corps database as needed
- Provide information to Management monthly for incorporation into the agency's monthly report
- Provides accurate and timely timesheet to account for work hours

Key Performance Area – Communication

- Attend Family Services team meetings to assure adequate follow-up and discuss new health, nutrition, and dental information as necessary
- Assure continuous and timely flow of verbal and written communication to and from other staff, supervisor, program participants, and the community. Conduct communication in an effective, respectful, timely, and supportive manner
- Prepare and provide timely and accurate written reports as required or requested
- Assist staff as needed in the referral process
- Follow calendar, Teamwork Times, Center Newsletters, and memorandums to assure current knowledge of agency happenings
- Contribute to newsletters, parent fliers, and other center information to keeps parents informed of health and mental health events for the center

MARGINAL FUNCTIONS

Perform other assignments as requested by supervisory staff

Daily adjustments to schedule may be necessary to meet the needs of families as requested

Participate in planning process as directed

Position Information

Reports to: Family Services, Health & Early Head Start Manager

Supervises: Health Assistant

Requirements: 4-Year + Degree in Health or related field

Required Certification and Licenses: Driver's License (requires daily access to personal vehicle that is insured for purposes of home visiting, center visits, and community contact)

Prefer: Bi-lingual (fluent written and verbal)

Experience in implementing Head Start Performance Standards as they apply to health, nutrition, and dental services.

Starting Salary:

4-Year Degree	Graduate Degree
\$25.92	\$27.50

Introductory Period: 90 Days

Other Requirements:

Certifications:

Appropriate and current First Aid and CPR certification

Current and approved background check with Municipal Licensing (requires fingerprinting and Interested Person's Report from the State of Alaska)

Proof of United States employment eligibility as required on the I-9 form

Abilities:

Must be able to evacuate self, children, and parents from building safely in the event of an emergency

Able to work cooperatively with other adults

Able to maintain confidentiality of program information

Effective written and verbal communication abilities

Physical Abilities:

See attached list

This Job Description describes the essential functions and qualifications for the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature below indicates that you have read the job description and understand the essential functions of your position.

PAYROLL INFORMATION:

- Timesheets are due every other Friday.
- Pay dates bi-weekly, alternating Friday's from timesheets.
- Payroll checks are direct deposited or mailed to employees on the pay date.
- All positions are contingent upon Policy Council Approval.
- This position is dependent upon availability of funding (all positions are grant funded).

All positions may be required to work occasional evening and/or weekend (usually Saturday)

Personnel Policies and Procedures are available on the Internet at <http://kcialaska.org>

All employment with Kids' Corps is "at will". This means that the employee or Kids' Corps may terminate employment at any time and for any reason with approval from the Head Start Policy Council. No term of employment is expressed or implied by this job description.

Employee Signature: _____ Date: _____