

## Job Description

### HEALTH COORDINATOR

#### PACT for West Central Illinois

#### **ESSENTIAL FUNCTIONS**

1. Serves as a liaison between PACT and Health Providers.
2. Provides technical assistance in health services to the PACT staff.
3. Assists direct service staff in assessing, planning, and delivery of health services to PACT families. Ensures the health and safety of children and staff during all program activities. Maintains confidentiality of family and program records and information.
4. Organizes, maintains, and serves as Staff Advisor to the Health Advisory Committee.
5. Ensures maintenance of required health records on participants.
6. Provides for training of Head Start staff and parents on the health component.
7. Initiates and analyzes, with appropriate staff, alternative methods of delivery for health services.
8. Locates, develops, and maintains appropriate procedures and providers to provide quality program health services within the limitations of the budget.
9. Carries overall responsibility for compliance with Head Start Performance Standards, workplans, Standard Operating Procedures and Illinois Department of Public Health's Sanitation and CACFP Regulations, and federal, state, and local government rules and regulations. Supports the agency's mission and philosophy.
10. Maintains up-to-date Program Work Plans for Health and Nutrition Components. Coordinates health services with the components of Education, Social Service, Parent Involvement, and Disabilities. Serves as team leader for agency's self assessment process.
11. Provides training and technical assistance in the health component, including, but not limited to health updates, program timetables, forms, handouts, and group or individual teaching, to staff and parents.
12. Jointly conducts staff meetings with the Family & Community Services Coordinator and other applicable Coordinators.
13. Prepares reports and records as requested by the Executive Director.
14. Prepares an annual budget for Health supplies, equipment, services, etc. to carry out the planned activities of the program and monitors expenditures from this account.
15. Trains the Health Aide in the procedures of the Health component. Assists the Office Manager in supervision of the Health Aide. Gives input into the evaluation of the performance of the Health Aide.

## Health Coordinator (page 2)

16. To the extent able, performs such other duties and responsibilities as assigned by the Director, or as may be required under applicable Agency programs, contracts or grants.

Nothing herein shall be construed as limiting the authority of the Director from assigning such other functions and responsibilities as are necessary to establish and maintain program efficiency and effectiveness.

### **QUALIFICATIONS**

Requires the commitment to parents as educators of their own children.

Requires a Bachelor's Degree related to one of the disciplines overseen and experience in public health, nursing, health education, maternal and child health, or health administration. Bachelor's Degree in Health related field desired. In the event the coordinator was hired prior to November 7, 2016 and has experience and no Bachelor's Degree in the field, they may be supported by the services of a consultant with these credentials.

Requires a minimum of two years experience working with Head Start or comparable programs. Prior supervisory experience desirable.

Requires a background of working with community agencies, children, families, and low-income groups.

Requires ability and willingness to follow and comply with written and verbal directions, assignments and instructions from appropriate Supervisory staff.

Requires oral and written communication and mathematical skills sufficient to complete program records and reports, understand written program materials, and communicate with preschool children, clients, staff, the agency, and the public effectively.

Requires effective organizational and time management skills in order to complete program records, prepare required reports, and submit required program materials according to agency time lines.

Requires the ability to use abstract reasoning, problem solving, planning and analytical skills in: budget development, program goals and objectives development, staff monitoring and evaluation.

Requires effective interpersonal and oral communication skills, listening and interviewing, to conduct interviews with potential staff, for supervisory duties, and conduct meetings and training sessions with staff and parents.

Requires the ability to travel area wide, and to access classroom and home visit sites when conducting staff monitoring, parent training, and to visit parents. Requires reliable transportation, a valid Illinois drivers' license, and proof of agency requirements for automobile insurance.

Requires the ability to pass a medical examination certifying freedom from communicable disease upon offer of employment.

Requires visual ability to recognize non-verbal information when conducting parent trainings, observing classrooms, and home visits.

Health Coordinator (page 3)

Requires the willingness/ability to learn new skills through workshops, conferences, and resources in order to enhance job development skills, including out-of-area workshops and meetings of several days duration.

Requires the ability to use the telephone, calculator, and to learn and comprehend computer word processing and ChildPlus child tracking system, and calculator.

REPORTS TO: Executive Director

EMPLOYED: 40 hours per week, 52 weeks per year

SALARY: \_\_\_\_\_

OVERTIME STATUS: Exempt