

\$1,920.00 bi-weekly BA or

JOB TITLE: Health/Nutrition Services Manager

IMMEDIATE SUPERVISOR: Program Director

GENERAL SUMMARY:

Health (medical and dental), nutrition and child safety areas are an integral part of the larger system of services provided by Head Start/Early Head Start. They play an important part in supporting the goals of the program. This position is responsible for the facilitation of Health Services of the Head Start/Early Head Start program. This position is responsible for ensuring health procedures are performed only by licensed/certified health professionals with expertise in serving young children and their families. This position provides content area training and technical supervision to other agency staff and ensures health services are supported by staff/consultants with training and experience in public health, nursing, health education, maternal and child health or health administration.

PRIMARY RESPONSIBILITIES:

Implementation and Record keeping - Health

Responsible for the following:

1. Writes, reviews and revises Health Work Plans annually. Develops a system for administering and monitoring the work plans. Monitors compliance with the Head Start/Early Head Start Work Plans, child care licensing guidelines and the Head Start Performance Standards in the applicable content areas and sub-areas.
2. Establishes policies and procedures for the health portion of the program with parents and staff that support the effective implementation of health services.
3. Medical, dental, nutrition and child safety areas.
4. Emergency Management System in collaboration with staff person responsible for family and community partnerships.
5. CACFP: Works cooperatively with staff person responsible for fiscal/AR in monitoring the CACFP program and completing the application for sponsorship in cooperation with Denver. Uses the CDI HS CACFP Notebook system. Checks menu books for complete, appropriate, accurate documentation. Conducts kitchen monitoring reviews.

Training and Supervision

1. Provides or arranges training to classroom staff on topics such as family-style meal service and health and nutrition curriculum.
2. Provides information and support on providing health curriculum activities for children and families.
3. Provides or arranges training for parents on health topics.

1. **Implementation and Record keeping - Nutrition**

1) Responsible for the following:

- a. Writes, reviews and revises Nutrition [and food services] Work Plan annually. Develops a system for administering and monitoring the work plan. Monitors compliance with the Child and Adult Care Food Program (CACFP) requirements and the Head Start Performance Standards in the applicable content areas and sub-areas.
- b. Establishes policies and procedures for the nutrition portion of the program with parents and staff that support the effective implementation of nutrition services.
- c. CACFP: Works cooperatively with staff person responsible for fiscal/AR in monitoring the CACFP program and completing the application for sponsorship in cooperation with Denver.
- d. Uses the CDI HS CACFP Notebook system.
- e. Checks menu books for complete, appropriate, accurate documentation. Conducts kitchen monitoring reviews

EDUCATION AND EXPERIENCE:

The minimum requirement is a Bachelor's degree or higher, preferably related to one or more of the disciplines they oversee. Experience working in public health or nutrition arena and working with low-income clients preferred. Experience and training in public health, nursing, health education, maternal and child health or health administration preferred. Experience and knowledge of family-strengths/family-centered practice preferred.

Bilingual preferred (English/Spanish or English and other languages present in the local area).

To be considered for employment, please fill out the application completely by clicking on the following link:

<http://www.cdiheadstart.org/programs/jobpostings/allhsjobs.aspx>

Click on Cape Cod

CDI HS offers full benefits including medical, vision, dental & life insurance. Paid holidays and scheduled closures. Tuition reimbursement available to those who qualify. Position open until filled. CDI Head Start is an equal opportunity employer. Applicants are considered without regard to race, color, religion, sex, age, disability or any other legally protected status. We provide reasonable accommodation to the known disabilities of applicants and employees, unless doing so would pose an undue hardship. Those applicants requiring reasonable accommodation should notify Human Resources at the local program. Position open until filled.