



POSITION DESCRIPTION

JOB TITLE: Head Start Health Coordinator Job Class: 1521		
DATE	DEPARTMENT OR SCHOOL	DIVISION Early Childhood Programs – Head Start
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Organizes and delivers the health care services component for the Milwaukee Public Schools (MPS) Head Start Program. Ensures compliance of the Federal Performance Standards through planning, organizing, staffing and evaluating the health services provided within the mandated time frames.</p>		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Reviews, evaluates and interprets children's health records to organize the delivery of health services. Services must be delivered within a strictly defined timeline to ensure compliance with the federal regulations.
2. Establishes and maintains a system for monitoring the completion of health exams for all Head Start children within the 90-day timeframe.
3. Formulates, coordinates and implements Head Start health components by providing direction and leadership to the family partnership aides, health assistants and other Head Start support staff.
4. Regularly monitors Head Start sites for health and safety compliance. Creates reports which outline all compliance issues and documents changes.
5. Develops procedures and strategies to ensure compliance with the Federal Performance Standards. Reviews weekly reports and records and alerts staff of specific areas and sites that may not be in compliance. Tracks contacts with all sites and personnel for record-keeping purposes.
6. Supervises, attends and develops schedules for the delivery of health services to the student population. This includes coordinating and collaborating with local healthcare providers, nursing schools, community programs and health care agencies to develop medical and dental screenings for Head Start participants.
7. Develops and provides health trainings for staff; CPR training, blood borne pathogen training and preventative healthcare.

8. Trains nursing assistants and schedules assignments. Trains and supports the Family Partnership staff. Documents assignments for tracking and follow-up purposes.
9. Plans and assists teachers in the implementation and presentation of the health curricula.
10. Actively supports the MPS Strategic Plan.
11. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Employee receives moderate supervision, following clear standards to ensure quality work.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Functionally works with all the social work assistants; direct supervision of 2 school nurse associates.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a designation as a registered nurse; a Bachelor's of Science in Nursing (BSN) is preferable. Incumbent must hold valid Wisconsin licensure as a registered nurse throughout tenure in the position.

Experience Requirements

Experience working with school age children and promoting a healthy environment. Public health nursing experience would be helpful.

Knowledge, Skills, and Abilities

Excellent verbal and written communication skills are necessary. Incumbent must have good problem-solving and decision making abilities. Incumbent must be able to process and organize a tremendous amount of information. Must be able to work in a team environment and respect diversity. Incumbent must work cooperatively with external healthcare providers and institutions and other members of the school staff, and share health information on an as needed basis. Presents and attends in-services as required. Incumbent must have a thorough understanding of the Head Start regulations and requirements and other applicable laws that govern the school environment. Computer skills with an understanding of MS Office, particularly Excel for reporting is required. Possession of a valid Wisconsin driver's license is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Generally classroom/office environment, regular travel required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Position will require light lifting, standing and bending. In-town travel is required.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.