



Job Announcement

Position: Health and Safety Coordinator	Department: Head Start/Early Head Start/ Early Head Start-CCP
Location: J. Woodall	Employment Status: Full-Time
FLSA: Exempt Grade: 17	Compensation: \$91,200 per annum
Weeks Worked: 52 Revised: 10/02/2023	Work Per Week: 40 + hours Monday – Friday, some evenings/weekends
Opening Date: February 15, 2024	Closing Date: Until filled

Summary of Job Description: The Health and Safety Coordinator (HSC) reports directly to the Director of Head Start. Exercises delegated functional authority for the Health and Safety Service area for the Head Start & Early Head Start Programs. Work is of a nature that requires extensive coordination, design, independent analysis, good judgment, and effective communication among the Head Start team. The HSC is responsible for developing and monitoring health care services that meet children's and families' needs, including developing and monitoring food and nutrition services, coordinating food services for Head Start, Early Head Start, and EHS-CCP centers comply with the Head Start and CACFP Regulations.

Summary of Requirements: *bachelor's degree* in public health, nursing, social work, human services, *or* related discipline. Experience working in the health/medical, human services, or related field. Must have 2 to 4 years of management experience. Prefer experience in Head Start or early childhood education management. Experience in regulator management (related to health and safety requirements) preferred. Must be able to work effectively well with others. Must have a proven track record in managing services and programs and achieving program deliverables and outcomes, and program compliance. Must be able to develop, coordinate, and follow through on projects. Must be able to interpret and train others regarding federal and state regulations. Good math and analytical skills using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets and reports. Must always maintain confidentiality. **Communication Skills:** Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors.

Responsibilities and Duties:

Ensure compliance with all Health and Safety Performance Standards.

- Thoroughly review the Head Start Performance Standards relating to health and safety.
- Develop a work plan with goals, objectives, and strategies to ensure that these standards are implemented.
- Cross-reference the Performance Standards and the work plans.

Ensure the tracking and monitoring of child health services.

- Develop child health data tracking forms.
- Review all health data for completeness.
- Review all files for children with health concerns and at least 10% of all others.
- Work with parents and staff to develop Plans of Action for health and dental issues.
- Ensure observations of classroom health and dental practices at each center at least once per year.

Provide health and dental resources for children and families.

- Assist with securing written agreements with dentists and pediatricians.
- Coordinate referrals and follow-up for children and families.
- Collaborate with other agencies to provide the necessary services for children and families.
- Conduct 3 Health Services Advisory Committee meetings per year.

Provide health and dental training and orientation for staff and parents.

- Orientate/train new employees regarding health and dental policies.
- Coordinate all staff health and dental training to include:
 - Medication administration.
 - Universal precautions.
 - Child abuse and neglect recognition and prevention.
- Provide resources for health and dental education at center parent committee meetings.
- Serve as a resource person for staff and families.

Coordinate with Head Start Director to assure that health, dental, and safety services are implemented at each center.

- Review Health, Dental, and safety policies and processes at staff meetings.
- Coordinate Content Area Team meetings to review child and family health concerns.
- Participate in the program self-assessment.
- Participate in developing strategic plan goals, objectives, and strategies.
- Submit requested monthly data and reports.

Ensure compliance with Nutrition Performance Standards.

- Thoroughly review the Head Start Performance Standards relating to nutrition.
- Develop a work plan with goals, objectives, and strategies to ensure that these standards are implemented.
- Cross-reference the Performance Standards and the work plans.
- Review the work plans and Performance Standards with center staff and Policy Council.

Provide nutrition training and orientation for staff and parents.

- Orientate/train new employees regarding nutrition policies.
- Coordinate all staff nutrition training to include:
 - CACFP food components and other requirements.
 - Family style meal service.
- Provide resources for nutrition education at center parent committee meetings.
- Serve as a resource person for staff and families.

Implement and monitor food services, including:

- Development of a six-week cycle menu in compliance with Head Start and CACFP guidelines.
- Development of food vendor contracts when needed.
- Completion of 3 CACFP food monitors at each center each year.
- Analysis of food purchases and costs.
- Ordering of needed food services utensils and equipment.

Plan and implement individualized nutrition education and services.

- Review all nutrition-related information on each child, including:

- Nutrition surveys, physical examinations, and height and weight data.
- Develop food allergy plans, including food substitutions, when needed.
- Complete a nutrition assessment for each child.
- Meet with staff about child and family nutrition issues.
- Provide nutrition information to be shared with families.
- Coordinate referrals and follow-up for children and families.
- Collaborate with other agencies to provide necessary services for children and families.

Monitor nutrition services.

- Complete observations of each classroom to implement family-style meal service, cooking projects, and child nutrition education.
- Review the implementation of food allergy plans at least quarterly.
- Observe each nutrition aide preparing and serving a meal.

Coordinate with Head Start Director to assure that nutrition services are implemented at each center.

- Review nutrition policies and processes at staff meetings.
- Participate in Health and Safety Advisory Council meetings.
- Participate in the program self-assessment.
- Participate in developing strategic plan goals, objectives, and strategies.
- Submit requested monthly data and reports.

Ensure all centers are maintained to meet health, fire, and safety regulations and the needs of children and staff and meet COMAR, Office of Child Care Administration regulations.

- Inspect all potential sites for health and safety requirements.
- Inspect all current sites bi-monthly using the health and safety checklist.
- Ensure needed repairs are made.
- Make recommendations to the Head Start Director for improvements.
- Coordinate Annual Health Day with community partners
- Coordinate Staff Health Training Day

Other duties as assigned.

Licenses or Certificates:

CPR and First Aid.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Physical Demands:

Work requires moderate physical effort; persons who work with children are expected to participate fully in a program for active youngsters. This includes lifting of young children, getting up and down from the floor, lively outdoor activities and moving furniture.

Applications Accepted by Mail and Online	
Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	Online at: www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume, please provide a copy of your degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send applications via Fax.	

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