



**Job Title: Nutrition Health & Disability Manager**

**Location:** Early Head Start (EHS)

**Employment Status:** Full Time; Regular

**Summary of Job:**

The Nutrition Health and Disability Manager is responsible for the planning, organization and management of the Health, Mental Health, Nutrition and Disabilities service areas of Early Head Start/Child Care Partnership Programs. Service areas must be managed in a manner that reflects the Head Start goals and objectives as defined by the Federal Performance Standards and program plans.

**Direct Supervisor:**

The Nutrition Health & Disability Manager reports to EHS/CCP Program Director.

**Direct Staff Supervised:**

None.

**Other Key Relationships:**

The Nutrition Health & Disability Manager will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

**Essential Job Functions include but not limited to:**

- Develop program plans in accordance with Head Start Performance Standards to outline all available service provisions for health, disability, nutrition and mental health services.
- Facilitate and attend periodic Health Advisory Committee meetings.
- Study policies, methods and procedures and make recommendations for modification as necessary for the proper functioning of the program.
- Develop policies and procedures for health, dental, mental health and nutrition issues as they arise
- Update the EHS/CCP plan annually in conjunction with the Policy Council, parents and other staff.
- Conduct and oversee required health and developmental screenings in compliance with EPSDT Periodicity chart. Screenings include: Hearing, vision screening, Brigrance screen, articulation, and height and weight measurements. Refer children who are determined to need follow-up care.

- Identify children with disabilities. Refer all such children and families to appropriate agencies for intervention. Monitor progress of such referrals.
- Attend IEP/IFSP meetings with appropriate ELNC, EHS/CCP staff and agencies, including Kent ISD, Early On and LEA personnel.
- Oversee all aspects of the Child and Adult Care Food Program including menu planning, meal count, submission of reimbursement claims, determination of eligibility, completion of all record keeping requirements and submission of annual application to Michigan Department of Education.
- Work with programs to ensure CACFP compliance.
- Establish working relationships with local health providers and secure qualified persons to serve as contractual consultants to the Head Start Program in the areas of nutrition, mental health and health to include reviewing menus.
- Plan, conduct or arrange for training of staff and parents concerning health education, first aid, and/or emergency procedures for medical, dental, mental health, and nutrition issues.
- Assist the family in their efforts to improve the condition and quality of life by identifying a medical home (comprehensive health care services) which will provide each family with access to comprehensive ongoing health care, and assist families in assuming responsibility for health care of their child/children.
- Attend management meetings with teaching staff.
- Attend staff, Management and Department staff meetings as required.
- Maintain up-to-date files as well as a record of all services rendered.
- Maintain a data base file for each family, which will contain all information in compliance with Federal Head Start Performance Standards.
- Participate in the development, implementation and analysis of the Community Assessment.
- Maintain strict confidentiality and protect the confidentiality of reports/files by an approved method.

#### **Essential Competencies Required:**

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

#### **Knowledge's, Skills, And Abilities**

- Must have excellent written and verbal communication skills.
- Possess good organizational skills in order to maintain and manage family and child files.
- Must have general supervisory skills.

- General proficiency in computers, including Microsoft Office products and database applications, email and Internet.
- Excellent interpersonal skills with demonstrated patience, tact and respect.
- Able to effectively establish priorities and meet deadlines.
- General knowledge of leadership and management skills and techniques.
- Ability to quickly evaluate alternatives to atypical situations and decide on a plan of action.
- Must be able to work well with minimal supervision.

**Minimum Required Education and Experience:**

- Bachelor’s Degree with strong emphasis in Health, Social Services, Psychology or Early Childhood Education. Review HS Performance Standards.
- 1-3 years of early childhood experience preferred.
- Advanced knowledge of applicable law, regulations, rules and procedures of the Head Start/Early Head Start program.
- Must maintain current CPR/First Aid Certification

**Preferred Education and Experience:**

- None.

**Additional requirements of the position:**

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed.
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations.
- Walking, standing, bending, and carrying of small and light objects

**Signatures:**

**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

**Comment:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor signature below acknowledges that they have reviewed the job description with the employee.**

**Comment:**

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_