

## Open Position

<b>Program:</b>	<b>Head Start Program</b>
<b>Position:</b>	<b>Health Services Manager – Ukiah (Bilingual Preferred)</b>
<b>Rate of Pay:</b>	<b>\$ 29.58 – \$ 34.02 per hour (Depending on Qualifications)</b>
<b>Hours:</b>	<b>40 hours per week, 12 months/year</b>
<b>Benefits:</b>	<p>Paid holidays, vacation and sick leave. Medical, Dental, Vision &amp; life insurance coverages available within 60 days of hire (<b>Must work 30 hrs/wk or more</b>).</p> <p>Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan immediately, and for employer contribution &amp; matching program upon qualifying.</p>
<b>To Apply:</b>	<p>Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at <a href="http://www.ncoinc.org/about-us/jobs/">www.ncoinc.org/about-us/jobs/</a>, by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p><b>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</b></p>
<b>Application Closing Date:</b>	Open Until Filled
<b>Submitting an Application:</b>	<p>Applications accepted only at the NCO main office. Postmarks are not accepted.</p> <p>By mail or hand delivery:          NCO, Inc.          Attn: Human Resources          413 N. State St., Ukiah, CA 95482</p> <p>By FAX: 707.467.3213          By Email: <a href="mailto:HumanResources@ncoinc.org">HumanResources@ncoinc.org</a></p>
<p>NCO is under no obligation to hire from this solicitation.</p> <hr/> <p>North Coast Opportunities, Inc. is an Equal Opportunity Employer.</p> <hr/> <p>For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.</p>	

*See our Website for full job description details & to print application*

**[WWW.NCOINC.ORG/ABOUT-US/JOBS/](http://WWW.NCOINC.ORG/ABOUT-US/JOBS/)**

*Equal Opportunity Employer*

*We invest in people through community action.*

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>HEALTH SERVICES MANAGER</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>HEAD START CHILD DEVELOPMENT PROGRAM</b>
<b>REPORTS TO:</b>	<b>PROGRAM DIRECTOR</b>
<b>SUPERVISORY RESPONSIBILITY:</b>	<b>YES</b>
<b>FLSA/IWC STATUS:</b>	<b>EXEMPT (PENDING COMPLETION OF ASSESSMENT)</b>
<b>WC CODE:</b>	<b>9059</b>

### I. POSITION OVERVIEW

This position is primarily responsible for the development and implementation of the Health, Safety, and Nutrition service areas. The primary duties of this position require a high level of collaboration, and excellent communication and organizational skills. Primary areas of responsibility include ensuring Head Start program families and children have access to comprehensive Health, Safety, and Nutrition services and providing training and technical assistance to Head Start Child Development Program (HSCDP) staff. This position requires a degree and experience in the health field and a high level of professionalism and emotional intelligence. Serves as a member of the Executive and Senior Management Teams and the Coordinating Team.

### II. JOB DUTIES AND RESPONSIBILITIES

1. Supervises assigned staff members in accordance with all Agency and program policies and procedures.
2. Manages and provides guidance for health and nutrition consultants and develops annual contracts as needed.
3. Ensures on-going monitoring, tracking, analysis and follow-up of health, safety, and nutrition services, including health, nutrition, and disaster preparedness plans.
4. Provides leadership for the completion of the annual service area evaluations; makes recommendations for identified operational improvements for and between service areas.
5. Provides training and technical assistance to staff, program parents, and community members on relevant topics in the areas of health and safety, nutrition and disaster preparedness.
6. Ensures provided health, safety and nutrition services comply with Head Start Performance Standards.
7. Develops and oversees HSCDP focused wellness program for staff in coordination with the Agency's Human Resources team and HSCDP program managers.
8. Assists in the development and implementation of program goals, objectives, policies and procedures related to the provision of services to children and families.
9. Coordinates completion of annual Program Information Report (PIR).
10. Monitors recordkeeping and tracking of activities in service areas.
11. Facilitates the organization of the Health Services Advisory Committee (HSAC) and utilizes the committee in the planning, implementation and evaluation of health, nutrition, and emergency preparedness program components.
12. Provides requested reports to the Program Director related to service areas.
13. Serves as liaison with public and community organizations; represents the program in the communities served to promote collaboration and communication.
14. Approves the ordering of supplies and equipment related to the health, safety and nutrition service areas and monitors related budget.
15. Stays updated on new research and information in the fields of health, nutrition, and emergency preparedness.
- 16.
17. Responsible for generating, collecting and documenting In-Kind.
18. Attend scheduled meetings, trainings, and conferences, as necessary.
19. Aligns work behaviors with NCO's Mission, Vision and Values.
20. Work Habits:
  - Arrives to work on time and obtains approval for planned absences or any changes in work schedule.
  - Maintains a high level of confidentiality in all aspects of work and in alignment with all Agency and program policies and procedures.
  - Stays focused on the job.

- Takes pride in creating an efficient, collaborative work environment.
- Treats co-workers and clients with respect.
- Represents NCO and its program to the community in a positive light.
- Dresses appropriately for the assigned job duties and responsibilities.
- Is able to effectively adapt to change.

21. Other duties as assigned.

### III. **JOB QUALIFICATIONS**

#### Education, Training and Experience:

- A bachelor's degree from an accredited school in health, nursing, nutrition, early childhood development, or a similar field AND four years of recent experience doing relatable work is required.
- A minimum of three years of experience supervising staff is required.
- Additional experience in one or more of the following areas is highly preferred:
  - Project Management
  - Disaster preparedness training or planning
  - Providing services to low-income families

#### Knowledge of:

- Principles and practices of interpersonal communications.
- Current standard office practices, procedures, and equipment.
- Preventive health concepts related to nutrition, and health and safety practices.
- Computer operations as relates to the duties of the position; position requires demonstrated proficiency in the use of word processing, email, and spreadsheet programs and the internet.
- Principles of early childhood growth and development.
- Head Start Performance Standards desirable.

#### Ability to:

- Interact with others in a culturally and emotionally sensitive manner.
- Communicate effectively and appropriately verbally and in writing in English is required.
- Accurately perform mathematical and analytical processes required of the position.
- Organize duties and tasks to meet established deadlines, delegating tasks as appropriate.
- Understand and carry out oral and written instructions.
- Be effective working independently and as a collaborative team member.
- Train and facilitate small- to medium-sized groups of adults is desired.
- Accurately collect and analyze data and perform data entry for short periods of time.
- Work a flexible schedule to accommodate attending scheduled works events and professional development opportunities.

#### Necessary Special Skills & Requirements:

- Must be at least 18 years of age.
- For work-related driving, must have a valid California driver's license, a verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver OR reliable transportation with proof of automobile insurance.
- Employment is contingent on completion of a pre-employment health screening, and meeting TB test and regulatory immunization requirements related to work in a licensed child care facility.
- Employment is contingent on receipt by program of a Criminal Record Clearance confirming eligibility to work in a licensed child care facility.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, communicate clearly, and supervise staff.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is occasionally required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may occasionally lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver’s License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.
9. The environment can be noisy and includes the comings and goings of small children and their families.
10. The employee may occasionally use kitchen equipment and implements that can be heavy, hot or sharp; as well cleaning and sanitizing products.

*Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

**RECEIVED BY:**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 PRINT & SIGN