

Open Position

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| Program: | Head Start Child Development - Ukiah |
| Position: | Health Services Coordinator I-II |
| Rate of Pay: | \$21.08 to \$23.78 per hour (Depending on Education and Experience) <i>Bilingual Preferred (Spanish/English) Eligible for bilingual pay differential</i> |
| Hours: | 40 hours per week, 12 months/year |
| Benefits: | <p>401(k) Retirement Plan Paid Health Leave Paid Vacation and Holidays Medical, Dental, Vision and Life Insurance Employee Assistance Plan</p> <p><i>401(k) Retirement Plan all NCO employees eligible to participate upon hire. Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week. Paid vacation and holidays for regular status employees.</i></p> |
| Application Closing Date: | Open until filled |
| To Apply: | <p>A completed NCO Employment Application form is required to apply. The application form is available at our website: https://www.ncoinc.org/join-our-team/ or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p>Education Transcripts for positions that require ECE or CDV units must be attached with your application to be considered.</p> |
| Submitting an Application: | <p>By Email: HumanResources@ncoinc.org By FAX: 707.467.3213 By mail or hand delivery to: NCO, Inc., Attn: Human Resources 413 N. State St., Ukiah, CA 95482 <i>Applications must be received by NCO by the closing date. Postmarks are not accepted.</i></p> |
| NCO is under no obligation to hire from this solicitation. | |
| North Coast Opportunities, Inc. is an Equal Opportunity Employer. | |
| All applicants for Head Start Child Development Program positions must review the NOTICE on page 6 of the NCO Employment Application that includes the background screening and health screening requirements | |

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

[HTTPS://WWW.NCOINC.ORG/JOIN-OUR-TEAM/](https://www.ncoinc.org/join-our-team/)

Equal Opportunity Employer

We invest in people through community action.

JOB DESCRIPTION

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| POSITION: | HEALTH SERVICES COORDINATOR I - II |
| PROGRAM/DEPARTMENT: | HEAD START CHILD DEVELOPMENT PROGRAM |
| REPORTS TO: | HEALTH SERVICES MANAGER |
| SUPERVISORY RESPONSIBILITY: | NO |
| FLSA / IWC STATUS: | NON-EXEMPT |
| W/C CODE: | 9059 |

I. GENERAL DUTIES AND RESPONSIBILITIES

This position is responsible for the implementation of the Health, Nutrition and Safety Service Area Plan, which includes providing comprehensive, integrated services to Head Start Child Development Program (HSCDP) children and families. Ensures accountability in health, nutrition, and safety for the program. Serves as a resource to staff, community, and parents. The primary duties of this position require a high level of collaboration, and excellent communication and organizational skills. This position requires knowledge of current Head Start/ Early Head Start Performance Standards and local health, nutrition, and safety resources as well as a high level of professionalism and emotional intelligence.

II. JOB DUTIES AND RESPONSIBILITIES

1. In collaboration with various staff, develops and maintains policies and procedures regarding health, nutrition, and safety for implementation throughout the Head Start program.
2. Assists with tracking and reporting of health, nutrition, and safety information, including performing accurate and timely data entry, collecting medical and/or support documentation.
3. Assist and participate in periodic revision of the service area plan. Monitors compliance with agency, state, and federal regulations.
4. Participates and takes minutes on the Health Services Advisory Committee (HSAC) and utilizes the committee in the planning, implementation and evaluation of the health, nutrition, and safety planning component.
5. Serves as the Central Office Safety Coordinator.
6. In collaboration with partner staff, local organizations, and agencies, to determine the needs and services in health, nutrition, and safety.
7. Maintains and updates resources and materials associated with health, nutrition, and safety.
8. Identifies, develops, schedules, and facilitates training in the health, nutrition and safety services area for staff and families.
9. Provides coverage in the health, nutrition, and safety service area when the service area lead is absent.
10. Monitors submitted documentation regarding the completion of disaster drills and Critical Information Audit Logs
11. Verifies all fire extinguishers are replaced/refilled annually by an approved licensed contractor.
12. In collaboration with partner staff, support in conducting regular health, safety and CACFP visits at centers and provides follow up alerts as needed.
13. Attends community events and meetings to represent and advocate for HSCDP; develops collaborative relationships with community service providers.
14. Responsible for generating, collecting, and documenting Non-Federal Share Match.
15. Attends scheduled meetings, trainings, and conferences as necessary.
16. Aligns work behaviors in conformance with NCO's Mission, Vision, and Values.
17. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
18. Work Habits:
 - Arrives to work on time and obtains approval from supervisor 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.

- Can stay focused on the job.
 - Takes pride in creating an efficient, collaborative work environment.
 - Treats co-workers and clients with respect.
 - Represents NCO and its programs to the community in a positive light.
 - Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
 - Dresses appropriately for the assigned job duties and responsibilities.
 - Can effectively adapt to change.
19. Performs other duties as assigned or required.

III. JOB QUALIFICATIONS

Education, Training & Experience:

- A high school diploma or equivalent is required at a minimum; an associate degree from accredited school in a related field is required for Level II.
- A minimum of two years of recent experience working in a business office environment.
- Must have a minimum of CDV109 Child Health, Safety and Nutrition (or equivalent) and maintain a current Infant and Child CPR First Aid certification or complete these requirements within 12 months of hire.
- Additional experience or training in the following areas is preferred:
 - Organizing and facilitating trainings.
 - Experience in the areas of Health, Nutrition, and Safety.

Knowledge of:

- Principles and practices of effective interpersonal communications.
- Computer operations as relates to the duties of the position including Microsoft Outlook, SharePoint, Word, and Excel, as well as general use of the internet and cloud-based applications.
- Head Start Performance Standards (preferred.)

Ability to:

- Perform necessary math skills related to duties of the position.
- Communicate clearly and appropriately both verbally and in writing in English (required.); bilingual ability (Spanish/English) preferred.
- Understand and carry out oral and written instructions.
- Interact with others in a culturally and emotionally appropriate manner.
- Maintain cooperative, professional working relationships.
- Prepare and give presentations in various settings using audience-appropriate methods and technologies.
- Use established systems to compile and analyze data.
- Perform data entry for short periods of time.
- Organize duties and tasks to meet established deadlines.
- Be effective working independently and as a collaborative team member.
- Work flexible hours for occasional scheduled weekend and evening activities.

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 the 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 and vaccination requirements related to work in a Head Start Program and a licensed child care facility

- Employment is contingent on receipt by program of a Criminal Record Clearance confirming eligibility to work in a licensed childcare facility.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly.
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 include the comings and goings of small children and 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.