



# Health Services Manager

Date: 6/2020

**Reports to:** Assistant Director of Early Childhood Services

**Department:** Early Childhood

**Classification:** Full-time

**Status:** Exempt

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## POSITION SUMMARY:

Monitor and supervise all health services and procedures throughout the Early Childhood program to ensure compliance with program, state, and federal regulations.

## ESSENTIAL FUNCTIONS:

- Ensure that program wide Head Start services meet or exceed Head Start Performance Standards
- Supervise Health Service Specialist
- Approve all bills relating to Health Services
- Participate in the state licensing of all centers
- Carry out goals, policies, and activities designed to implement health objectives and performance standards
- Assist in the preparation of the annual budget for medical and dental services
- Develop procedures for responding to medical and dental emergencies
- Assist the teaching staff in implementing a health curriculum
- Meet with other Early Childhood Management staff to implement performance standards
- Organize and maintain a Health Advisory Committee in coordination with Special Needs and Nutrition content areas
- Serve as a liaison to the health community
- Serve as an advocate for child health
- Develop a plan and system of continuous monitoring and evaluation of health services.
- Promote preventative health services and early intervention
- Apply topical fluoride varnish twice during the school year to all children with teeth
- Assist staff in obtaining or arranging for health screening examinations and treatment as required by performance standards
- Assist with appropriate screenings for children with disabilities
- Counsel parents concerning specific family health problems
- Promote active parent involvement in the total Head Start health program
- Assist in linking the family to an on-going health care system and assist family in assuming responsibility for health care of the child and family
- Promote health and safety practices across organizational program
- Provide technical assistance and supervision to all health services staff
- Provide regular supervision and support of staff through recognized practices such as reflective supervision, training and performance appraisal systems
- Monitor the preparation and maintenance of health records to ensure that they are complete and current.
- Complete quality assurance for Health Services/ Licensing/ Head Start Performance Standards in center and home base services
- Ability to work unconventional business hours
- Utilize Positive Behavior Support (PBS) strategies to prevent and defuse disruptive behavior
- Comply with Head Start Performance Standards
- Respect and support cultural differences and diverse family structures
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times
- Attend mandatory In-Service trainings and staff meetings
- Responsibility to report any suspected abuse or neglect to appropriate authority
- Advocate for SEK-CAP, Inc. in the community

- Maintain and assure confidentiality and privacy of SEK-CAP, Inc. customers
- Uphold and promote the core values and mission statement of SEK-CAP, Inc.
- Support management decisions both in actions and words
- Other duties as assigned

**KNOWLEDGE AND EXPERIENCE:**

**Essential:**

- Basic computer skills on IBM compatible P.C. systems and software
- Basic operation skills of general office equipment such as photocopiers, faxes, and phone systems
- Ability to get along with diverse personalities; tactful, mature, and flexible.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing
- Resourceful and well organized
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers
- Ability to learn and adapt

**Desired:**

- Previous supervisory experience

**EDUCATION AND QUALIFICATIONS:**

- Current state license in nursing
- Successfully complete a physical exam and TB skin test before beginning employment and every three years thereafter, with the exception of a diagnosed medical condition requiring annual exams
- Obtain First Aid card and CPR certification
- Possess current, valid driver’s license and meet agency insurance underwriting guidelines
- Submit to and pass standard criminal history check
- Submit to and pass standard drug screen test

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use hands to finger, handle, or feel
- Reach with hands and arms
- Sit or occasionally stand; walk and stoop, kneel, or crouch
- Regularly lift and/or move up to ten pounds
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus
- Occasional exposure to wet and/or humid conditions
- Outside weather conditions
- Extreme cold and extreme heat
- Noise level is usually quiet to moderate

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT:**

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

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Employee Signature

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Date

