

# MountainHeart

## Job Description

**Job Title:** Health, Safety and Nutrition Specialist  
**Department:** Head Start  
**Reports To:** Director  
**FLSA Status:** Exempt  
**OSHA Category:** Category 1

**Summary:** This position ensures that health and safety policy, procedures and regulations are adhered to for both Head Start and Early Head Start.

### Essential Duties and Responsibilities:

- Carry out goals, policies, and activities to implement Section 1304.20 (Child Health and Development) and Section 1304.22 (Child Health and Safety) and 1304.23 (Child Nutrition) of the Performance Standards promoting parent participation and exercising discretion and independent judgement with respect to all matters of this section including evaluating and comparing possible courses of action and making decisions or recommendations.
- Conduct self-assessment of Sections 1304.20 and 1304.22 and 1304.23 of the Performance Standards annually updating and/or revising written plans in conjunction with parents, Health Service Advisory Committee, Policy Council and Board of Directors.
- Assist Early Childhood Specialist and Facilities Coordinator in inspecting center facilities for health, safety, fire and occupancy violations and takes necessary corrective action.
- Assist Head Start/Early Head Start Director in establishing procedures for dealing with communicable diseases in accordance with OSHA regulations.
- Assure each child's immunizations are up-to-date at time of enrollment or brought up-to-date before the child enters kindergarten.
- Assures each child has a HIB vaccination prior to enrollment.
- Maintains communication with State Department of Health regarding changes in regulatory requirements for participants.
- Assist the Head Start/Early Head Start Director in negotiating contracts for medical and dental services and scheduling all needed medical and dental screenings and follow-up.
- Assures appropriate hygiene practices are followed including hand washing and tooth brushing to prevent the spread of communicable disease.
- Establishes Health Services/Advisory Committee and schedules and conducts at least three meetings per year.
- Plans and conducts or arranges for in-service training for parents and staff in health education, First Aid, CPR, and emergency medical/dental procedures.
- Assist the Early Childhood Specialist and Infant and Toddler Specialist in assuring the safety and comfort of disabled children.
- Completes health and nutrition assessments for and maintains growth charts for each child with the assistance of the Nutrition Specialist.
- Assist in establishing and maintaining enrollment for funded slots for eligible participants.
- Assists in maintaining the required 85% average daily attendance.
- Determines supply and equipment needs for the Disabilities program and expends available funds or solicits donations to meet such needs.
- Assists the Head Start/Early Head Start Director in negotiating contracts or letters of agreements for services to disabled children and for nutrition services.
- Plan, conduct, or arrange training for staff and parents to provide skills needed to meet special needs of disabled children.
- Ability to communicate effectively with staff, parents, and professionals.
- Performs substitute duties when necessary.

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- Ability to coordinate an effective, comprehensive health program for preschool children and their families, including medical and dental services.
- Assist the Head Start/Early Head Start Director in negotiating contracts and letters of agreement for nutrition services.
- Conduct unannounced/announced observation of each center regarding health and nutrition services.
- Monitor food expenditures, plan menus, and develop nutrition plans with staff and parents that are appropriate to an infant or toddler's nutritional needs, developmental readiness, and feeding skills as recommended in the CACFP meal pattern requirement.
- Assure meal counts are complied monthly according to CACFP reimbursement and provide information to Fiscal Officer.
- Travel is required.
- Review timesheets and leave requests.
- Other duties as assigned.
- Maintain confidentiality at all times.

### **Supervisory Responsibilities**

This position does have supervisory responsibility.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and familiar with office equipment. Must have good recall memory, organizational and listening skills.

### **Education and/or Experience:**

Registered nurse with one (1) year experience in health related services or Licensed Practical Nurse with five (5) years experience in health related services. Two years work experience in health-related services related to pre-school children 3-5 years of age. Must be bondable, willing to obtain Food Handler's Permit, attend OSHA training and annual physical with TB testing required. Obtain professional certification of disabling conditions. Supervisory experience is preferred.

Must have valid West Virginia driver's license, dependable transportation with minimum automobile liability insurance, clear criminal background and maltreatment APS/CPS check. Among other State and Federal requirements.

### **Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

### **Physical Demands:**

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The physical demands 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.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

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Employee Signature

Date