



Job Description

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

Summary: This position ensures EHS/HS programs follow State and Federal guidelines.

Essential Duties and Responsibilities:

- Provide case management.
- Oversee nutrition program for EHS/HS and prenatal clients.
- Provide training and evaluation to cooks and assist in maintaining Head Start and USDA performance Standards.
- Inspect facilities per state guidelines for health, safety violations.
- Take corrective action to improve any guideline infraction.
- Ability to implement effective, comprehensive health programs for children birth to five.
- Ability to communicate effectively with staff, health professionals, community service providers and school personnel.
- Carry out goals, polices, and activities to implement Section 1302.40(Child Health Program Service), Section 1302.47(Child Health and Safety), and Section 1302.44 (Child Nutrition) of the Performance Standards.
- Conducts self-assessment of Sections 1302.40, 1302.47 and 1302.44 of the Performance Standards annually updating and/or revising written service plan in conjunction with parents, Health Service Advisory Committee, Policy Council and Board of Directors.
- Assist other specialists in compiling a resource directory of community services for staff and parents.
- Assist Infant and Toddler Specialist/Early Childhood Specialist and Facilities Coordinator, in inspecting center facilities for health, safety, fire, and occupancy violations and take necessary corrective action.
- Assist Infant and Toddler Specialist and Early Childhood Specialist in establishing procedures for dealing with communicable diseases in accordance with OSHA regulations.

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- Assure each child's immunizations are up-to-date through enrollment and brought up-to-date before the child transfers to another program.
- Assure each child has had the first Hep B immunization before enrollment for EHS, and a Hib for HS.
- Maintain communication with the State Department of Health regarding changes in regulatory requirements for participants.
- Assist Head Start/Early Head Start Director in negotiating medical and dental services contracts and scheduling all needed medical and dental screenings/follow-ups.
- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals.
- Ensure appropriate hygiene practices, including hand washing and tooth care, are followed to prevent the spread of communicable diseases.
- Provide support and linkage to needed services for pregnant teens
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.
- Ability to interact with infants, toddlers, teen parents, and pregnant teenagers in a warm, caring fashion
- Ability to communicate effectively with staff, parents, and professionals.
- Along with the Family and Community Engagement Specialist, establish a Health Services Advisory Committee and schedule and conduct at least three meetings per year.
- Along with other service specialists, plan and conduct in-service training for parents and staff, including health education, first aid, and emergency medical, nutrition and dental procedures.
 - Assist the Infant and Toddler Specialist and the Education Specialist in assuring the safety and comfort of children with disabilities.
 - Monitor health and nutrition assessments.
 - Assist the Head Start/Early Head Start Director in negotiating contract 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 appropriate to an infant or toddler's nutritional needs, developmental readiness, and feeding skills as recommended in the USDA meal pattern requirements.
 - Assure meal counts are compiled monthly according to USDA reimbursement and provide information to Fiscal Officer.
 - 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 to meet such needs.

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- CDL Training - Learners and Licenses

- Plan, conduct, or arrange training for staff and parents to provide skills needed to meet the special needs of disabled children.
- Arrange, coordinate, and monitor contractual and donated services of community agencies.
- Provide direct contact with the children in EHS/HS.
- Timesheets and leave request
- Other duties as assigned.
- Training and travel are required.

Supervisory Responsibilities:

This position will supervise the Transportation/Facilities Specialist.

Competencies

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

- Quantity - Completes work promptly; works quickly.
- Safety and Security—Observes safety and security procedures, reports potentially unsafe conditions, and uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions and responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential tasks and collaborate with colleagues to achieve agency goals and results.

Core Values

To perform this job successfully, you must adhere to the agency's core values:

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| • Empathy/Compassion | • Inclusiveness |
| • Teamwork | • Considerate |
| • Equality | • Innovation |
| • Respect | • Ethics |

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described represent the required knowledge, skill, and/or ability. Some computer skills include knowledge of Microsoft Word and Excel, excellent communication skills, and familiarity with office equipment. Must have good recall memory, organizational, and listening skills. Must have the ability to coordinate an effective, comprehensive health program for preschool children and their families, including medical and dental services.

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Education and/or Experience:

Must be licensed in West Virginia as an LPN or RN with 5 years related experience. Willing to obtain CPR, First Aid, and OSHA training, Food Handler’s Permit, and must be bondable. Must have a valid driver’s license, dependable transportation with minimum automobile insurance, clear criminal background, maltreatment APS/CPS check, and physical exam every two years with an initial test. Among applicable state and federal regulations

Must have valid West Virginia driver’s license; clear criminal background and APS/CPS check must be bondable.

Language Skills:

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

Physical Demands:

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

This job requires prolonged periods of standing and walking throughout the classroom. Must be able to lift 45 pounds at a time. Must be able to sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children. The employee is frequently required to sit, reach, hear and talk.

Work Environment:

The characteristics described here represent those an employee encounters while performing the essential functions of this job. The work environment is usually quiet, and the inside temperature in offices is comfortable at 70 degrees.

Employee Signature

Date

Approved by Policy Council: July 29th, 2024

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