

# MountainHeart

## Job Description

**Job Title:** Prenatal Health Nutrition Specialist  
**Department:** Head Start and Early Head Start  
**Reports To:** Director  
**FLSA Status:** Exempt  
**OSHA Category:** Category 2

**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 three.
- Ability to communicate effectively with staff, health professionals, community service providers and school personnel.
- Carry out goals, polices, and activities to implement Section 1304.20 (Child Health and Development), Section 1304.22 (Child Health and Safety), and Section 1304.23 (Child Nutrition) of the Performance Standards 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.
- Carry out goals, polices and activities of Section 1304.40 (Family Partnerships) specifically related to provision of prenatal and postpartum health services to pregnant woman and infants.
- Conducts self assessment of Sections 1304.20, and 1304.23 of the Performance Standards annually updating and/or revising written service plans in conjunction with parents, Health Service Advisory Committee, Policy Council and Board of Directors.
- Assist Infant and Toddler 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 Health and Safety Specialist in establishing procedures for dealing with communicable diseases in accordance with OSHA regulations.
- 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 prior to enrollment.
- Maintain communication with State Department of Health regarding changes in regulatory requirements for participants.
- Assist Head Start/Early Head Start Director and Health & Safety Specialist in negotiating contracts for medical and dental services and scheduling all needed medical and dental screenings/follow-up.
- Assure appropriate hygiene practices are followed including hand washing and tooth care to prevent the spread of communicable disease.
- Provide support and linkage to needed services for pregnant teens.
- Ability to interact with infants, toddlers, teen parents, and pregnant teenagers in a warm caring fashion.

Prepared Date: June 2015 Approved by Policy Council: June 16, 2015  
ALL PERSONNEL ARE AT WILL EMPLOYEES

- Along with Health and Safety Specialist, establish Health Services Advisory Committee and schedule and conduct at least three meetings per year.
- Along with other service specialist, plan and conduct in-service training for parents and staff including health education, first aid and emergency medical and dental procedures.
- Assist the Infant and Toddler 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 observations 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 requirements.
- Assure meal counts are complied monthly according to CACFP reimbursement and provide information to Fiscal Officer.
- Assist in establishing and maintaining enrollment for funded slots for eligible participants.
- 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.
- Ability to communicate with families in a warm and caring manner.
- Maintain confidentiality at all times.

### **Supervisory Responsibilities**

This position does have supervisory duties.

### **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 health and safety 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: 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:**

Must be licensed in the state of West Virginia as a 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 valid West Virginia driver's license dependable transportation with minimum automobile insurance; clear criminal background and maltreatment APS/CPS check and annual physical with TB test, among applicable state and federal regulations.

**Language Skills:**

Must be able to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Physical Demands:**

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