
Position Information: HEALTH RESOURCE MANAGER

Supervised by: Health and Nutrition Director

Supervises: n/a

Salary: Manager I

Classification: Non-Exempt

Terms of Employment: Regular-Full Time

Job Goal:

To assist the Health and Nutrition Director in coordinating comprehensive health services for agency clients and to ensure that the parents, staff, and volunteers receive training in various elements of the health component.

Essential Responsibilities:

- Coordinate a health program for agency families.
 - Coordinate medical and dental health services for all Head Start/OPP/Early Head Start children and families.
 - Advice and council on health matters pertaining to Head Start services.
 - Coordinate Head Start/OPP/Early Head Start hearing and vision screening.
 - Work with Health and Nutrition Director to coordinate measurement and assessment of growth for children receiving education services from Head Start/OPP/Early Head Start.
 - Assist the Health and Nutrition Director in completing the county immunization status review annually.
- Ensure the completion of referrals made by staff, parents, and community residents on health matters.
- Develop and ensure maintenance of an adequate record keeping system.
 - Assist in the maintenance of anecdotal records on all health services provided to children and families, and inform staff of appropriate information.
 - Ensure that health information is tracked in Child Plus.
 - Maintain Immunization Record for each child receiving education services from Head Start/OPP/Early Head Start and maintain in the student's file.
 - Complete regular file monitors of child's files
 - Ensure confidentiality of health records
- Ensure Health and Nutrition Director is kept informed of families' health concerns.
- Complete a monthly report for the supervisor.
- Ensure opportunities for training are provided for all OSHA required topics and that a record of such training is maintained.
 - Contribute relevant component information at staff meetings.
- Assist in implementation of a health education curriculum in the areas of health, dental, and safety
- Assist Health Resource Specialists in conducting vision, hearing, and lead screenings, nutrition assessments, immunization reviews, and other duties as requested to ensure completion of services

General Staff Responsibilities:

Employees of UMCHS aspire to the following:

A commitment to the agency's mission, vision, and values;

A commitment to equipping children and all who care for them for lifelong success
A commitment to excellence in everything we do;
A commitment to positive performance and a welcoming culture;
A commitment to outcomes, measured results and quality improvement;
A commitment to innovation and to what is possible.

- Program Participation and Team Member
- Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
 - Be a respectful, cooperative, and reliable team member and participant in program activities.
 - Project a professional work image, both in dress and manner.
 - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
 - Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

Education Requirements

- B.S./MS in Public Health, Nursing, Health Education, Maternal and Child Health or Health Administration or related field.

Experience and Skills Requirements:

- Two years' experience (preferred)
- Administrative experience (preferred)
- Fluent in English and Spanish both verbally and written (preferred)
- Head Start experience (preferred)
- Community service experience (preferred)
- Ability to coordinate and/or conduct training sessions (preferred)
- Multi-cultural experience (preferred)
- Adequate means of transportation
- Desire to work with low-income children and their families

Physical Requirements:

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. While performing the duties of this job, the employee is required to:

- Frequently required to drive, walk and climb stairs in the office and in a variety of community-based and home settings.
- Drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Occasionally lift children up to 50 pounds from the floor to waist high.
- Frequently crouch to a child's height and maintain eye contact at a child's level; walk up and down stairs; walk or run quickly; walk over rough or uneven ground.
- Frequently bend and kneel.
- Maintain the safety of the environment and children through visual, auditory and smelling

senses

- Kneel or sit on the floor or in child sized furniture.
- Make precise arm-hand positioning movements and maintain static arm-hand positions
- Make skillful, controlled manipulations of small objects
- Sit for long periods of time with keyboard and do data entry at a computer.
- Occasionally required to stand, use hands to finger, handle, or feel and reach with hands and arms.
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work Environment/Conditions:

- The work environment includes indoor office environments or comparable spaces, families' homes and community spaces, with frequent exposure to outdoor weather when traveling to home visits and meetings. The noise level varies by sites, home visits, and meetings.
- Job tasks are performed in close physical proximity to other people

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

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