
Position Information: HEALTH & SAFETY COORDINATOR

Position Information:

Supervised by: Health & Safety Manager

Supervises: n/a

Salary: Coordinator IV

Classification: Non-exempt

Terms of Employment: Seasonal

Job Goal:

To assist Operations Director and Health & Safety Manager in planning, coordinating, implementing, and maintaining the health and safety of the agency facilities and classrooms.

Essential Responsibilities:

- Ensure completion of the following duties:
 - Attend regularly scheduled Agency Safety meetings.
 - Complete safety observations at each site monthly as assigned
 - Ensure MSDS/SDS books are kept up to date at all sites.
 - Ensure that all reports and records are maintained accurately and promptly.
 - Attend monthly team leader meetings.
- Safe Facilities
 - Complete safety and health checklist at assigned facilities monthly.
 - Ensure that all Head Start/EHS facility outdoor learning environments are well maintained and have no safety issues.
 - Ensure Emergency Preparedness Plans are complete and posted in all centers and are practiced regularly.
 - Ensure Emergency Response numbers are posted and that there is up-to-date family contact information and authorization for emergency care for each child readily available. Ensure that there are methods of notifying parents in the event of an emergency involving their child.
 - Ensure all sites have a blood/body fluid clean-up kit, monitoring that staff use it appropriately and that they are stocked as needed.
 - Work with Operations Director and Health & Safety Manager in August to ensure fire extinguishers are serviced for each of the sites, buses and agency vehicles.
 - Ensure all site first aid kits are stocked on a regular basis.
- Complete a Health Practices Observation at designated sites yearly.
- Ensure up-to-date CCD certification (having to do with facilities) for all child care operations of Umatilla-Morrow Head Start, Inc.

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:

- High school diploma or equivalent

Experience and Skills Requirements:

- Experience in an Environmental, Health and Safety rules and regulations
- Technical writing a plus.
- Detail oriented
- Must be flexible, well-organized, and able to manage different projects concurrently and often under pressure; able to set priorities and manage time effectively
- The ability to work effectively with a wide variety of individuals and groups
- Ability to analyze and provide feedback to staff relating to health & safety concerns
- Head Start experience a plus
- Knowledge of Child Care Regulations a plus

Physical Requirements:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The 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
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
- Make precise arm-hand positioning movements and maintain static arm-hand positions.
- The ability to walk or run quickly, kneel or sit on floor etc.
- Perform regular cleaning and/or inspection of equipment and facilities which may require the use of broom, mop, cleaning fluids and sanitizing agents and other tools as deemed necessary.
- Maintain the safety of the environment through visual, auditory and smelling
- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Instruct, lead, train and facilitate others in a group setting
- Perform physical inventory of equipment and/or supplies.

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

Work Environment/Conditions:

- This position requires visits to a variety of workplaces. May be exposed to seasonal weather conditions; extreme heat and dust, nauseating smells, noise and mechanical vibrations.
- Requires exposure to hazardous equipment, conditions, cleaning fluids and sanitizing agents.
- Work is also performed in a typical interior/office work environment.
- 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

Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer