

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

HEALTH & SAFETY COORDINATOR

Supervisor: Operations Director

Subordinates: Custodian

Classification: Coordinator IV

Exempt Status: Hourly

Terms of Employment: Regular Full-Time

Job Goal: To assist Operations Director in planning, coordinating, implementing, and maintaining the health and safety of the agency facilities and classrooms.

Essential Responsibilities:

1. Ensure completion of the following duties:
 - a. Insure documentation and approval of in-kind contributions, volunteer time, and community support.
 - b. Complete a monthly report and submit to Operations Director monthly.
 - c. Conduct regularly scheduled Agency Safety meetings.
 - d. Maintain Safety portion of the Agency Web Site, ensure it is current and up-to-date.
 - e. Ensure MSDS/SDS books are kept up to date at all sites.
 - f. Ensure that all reports and records are maintained accurately and promptly.
 - g. Attend monthly team leader meetings.
2. Act as the Integrated Pest Management Coordinator (IPM).
 - a. Maintain IPM records
 - b. Compile a list of acceptable low-impact pesticides
 - c. Create, maintain and implement IPM plans.
3. Safe Facilities
 - a. Complete safety and health checklist at assigned facilities monthly.
 - b. Ensure that all Head Start/EHS facility outdoor learning environments are well maintained and have no safety issues.
 - c. Ensure Emergency Preparedness Plans are complete and posted in all centers and are practiced regularly.
 - d. 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.
 - e. Ensure all sites have a blood/body fluid clean-up kit, monitoring that staff use it appropriately and that they are stocked as needed.
 - f. Ensure all health and fire inspections occur at sites annually and be responsible for any follow up noted from the inspections, ensuring centers meet sanitation and fire codes annually.
 - i. Work with Operations Directors in August to ensure fire extinguishers are serviced for each of the sites, buses and agency vehicles.
 - g. Ensure all site first aid kits are stocked on a regular basis.
 - h. Ensure up-to-date CCD certification (having to do with facilities) for all child care operations of Umatilla-Morrow Head Start, Inc.
 - a. Monitor to ensure Care Log is up to date

b. Complete billing process for Child Care reimbursement

4. Supervise Custodian and provide support.
 1. Complete performance evaluations annually
 2. Monitor job performance.
 3. Meet regularly with staff
 4. Coordinate and provide training.
 5. Delegate work assignments and duties as appropriate
5. Complete a Health Practices Observation at designated sites yearly.

Qualifications:

1. HS Diploma and one year experience in health & safety practices. A minimum of one year experience in a supervisory role.
2. Strong leadership skills
3. Adequate means of transportation
4. Current physical examination and TB screen documentation upon hire
5. Head Start experience (preferred)
6. Community service experience (preferred)

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
12. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Perform written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
6. 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.

7. Instruct, lead, train and facilitate others in a group setting.

Umatilla -Morrow Head Start, Inc.

Is

An Equal Opportunity Employer