



UMATILLA-MORROW HEAD START, INC.  
POSITION DESCRIPTION

**HEALTH AND NUTRITION DIRECTOR**

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**Position Information:**

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**Supervised by:** Executive Director

**Supervises:** Health Manager, Health Resource Specialists, WIC Operations Manager, USDA Manager, Registered Dietitian/Nutritionist

**Salary:** Director II

**Classification:** Exempt

**Terms of Employment:** Regular-Full Time

**Job Goal:**

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To oversee programs related to health and nutrition for HS, EHS, WIC Program and the USDA Child and Adult Care Food Program (CACFP). Develop and coordinate comprehensive health and nutrition services for agency clients ensuring integrated service delivery between health and nutrition components and external and internal programs and initiatives consistent with the agency's primary mission. Ensure that caregivers, staff, and volunteers receive training and education in various domains related to healthy living. Foster agency wellness activities and initiatives.

**Essential Responsibilities:**

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- Plan and oversee a health program for agency families
  - Develop and coordinate medical and dental health services for all Head Start/OPP/Early Head Start children and families
  - Ensure the recruitment of relevant health professionals to provide services utilized in the program
  - Advice and council on health matters pertaining to Head Start services
  - Oversee Head Start/OPP/Early Head Start hearing and vision screening
  - Oversee measurement and assessment of growth for children receiving education services from Head Start/OPP/Early Head Start
  - Review and make recommendations regarding county immunization status review annually
- Ensure the completion of referrals made by staff, parents, and community residents on health and nutrition matters
- Head Start/Early Head Start/OPP, WIC, and CACFP Nutrition Component Operation
  - Ensure compliance with all federal, state, and local agency policies, procedures, and regulations
  - Coordinate with community agencies
  - Provide feedback to the Administrative Team on the operation of WIC, USDA and HS/EHS/OPP nutrition component
  - Complete annual USDA CACFP grant renewal for Centers
  - Work with WIC Operations Manager to complete annual WIC Nutrition Education Plan and monitor its implementation
  - Ensure quarterly food service monitors are performed at each Head Start site
- 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.
- Track and maintain records of Head Start Voucher payment of medical and dental billings for individual children.
- Ensure completion of regular file monitors of child's files
- Ensure confidentiality of health and nutrition records
- Nutrition Education
  - Coordinate nutrition services with other WIC Program operations
  - Ensure monthly menus comply with USDA and Head Start policies
  - Ensure consultation is provided on menus for contracted services
  - Work with Head Start and WIC staff to ensure that each Head Start/Early Head Start child receives a nutrition assessment—this should include information on growth, diet and hemoglobin that is shared with the child's family
  - Provide resources and training to staff in nutrition education to provide a variety of nutrition education experiences
  - Review and/or coordinate Nutrition Education classes and materials
  - Survey nutrition education needs of parents
  - Provide nutrition education materials to parents by way of brochures, pamphlets, newsletters, etc.
  - Participate in local and state work groups to improve nutrition and program services
  - Compile and maintain information on community nutrition problems that may affect the health status of UMCHS families
- Breastfeeding
  - Ensure breastfeeding is promoted as the first choice for infant feeding by staff to clients and the community
  - Ensure local Policies and Procedures support continued Breastfeeding for families and staff
  - Oversee the planning, implementation, and evaluation of breastfeeding promotion and support activities and staff training
  - Keep current with the latest breastfeeding information and inform other local agency staff of new recommendations
  - Identify, coordinate, and collaborate with community breastfeeding resources
- Assist in completion of the PIR
- Complete a monthly Health and Nutrition Component report for the Executive Director
- Ensure the content area work plans are in compliance with performance standards
- Ensure Directors are kept informed of families' health and nutrition concerns
- Organize a Health Advisory Committee
  - Recruit community health professionals to serve as committee members
  - Organize and implement HAC meetings three times a year
  - Utilize HAC members as resources during the year regarding health concerns
- Develop and assist in implementation of a health education curriculum in the areas of health, dental, and safety
- 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
- Supervision
  - Complete performance evaluations annually
  - Monitor job performance
  - Ensure program/component compliance with work plan, policies, procedures and regulations
  - Delegate work assignment and duties
  - Meet regularly with staff

## **General Staff Responsibilities:**

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

## **Qualifications:**

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- B.S. /MS in Public Health, Nursing, Health Education, Maternal and Child Health or Health Administration
- Two years' experience (preferred)
- Administrative/supervisory experience (preferred)
- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen and TB screen documentation upon hire
- 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

## **Other Requirements:**

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- Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings
- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Fluent in English both verbally and written
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- 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
- Instruct, lead, train and facilitate others in a group setting

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