

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

TEAM LEADER (Supplemental Position)	
Supervisor: WIC Operations Manager	Subordinates: Certifiers, Clerk, Breastfeeding Peer Counselor
Terms of Employment: Regular Full-time	Exempt Status: Exempt

Job Goal: To provide supervision, assistance, direction and support to WIC clinic staff.

Essential Responsibilities:

1. Properly perform duties of primary position.
2. Articulate organizational mission, values, and policies to team members and clients.
3. Demonstrate commitment to mission, values, and policies in the performance of daily duties.
4. Site Supervision
 - a. Coordinate with other supervisors to provide supervision, leadership, and direction to all team members, including performance evaluations, orientations, attendance and punctuality and other forms of assistance as needed
 - b. *Coordinate with other supervisors for appropriate coverage for absent employee positions.
 - c. Monitor employees' work schedule
 - d. Model expectations and agency policies
 - e. Organize and conduct regularly scheduled team meetings, take minutes and submit to WIC Operations Manager.
 - f. Ensure communication flows from Management/Admin to Clinic staff and from Clinic staff to Management/Admin.
 - g. Ensure accurate and timely reporting of employee time sheets and mileage sheets.
 - h. Promptly give accurate, pertinent information to team members.
 - i. Assist with the professional growth and development of all team members
 - j. Supervise/Monitor site and team issues ensuring appropriate response time.
5. Ensure timely submission of month ends to appropriate staff.
6. Facilities
 - a. Coordinate with Operations Director all maintenance issues at the clinic
 - b. *Ensure, with team members, the cleanliness of the clinic.
7. WIC
 - a. Works with WIC Operations Manager and Nutrition Services Director to plan yearly nutrition education activities for clinic.
 - b. Ensures class outlines are followed.
 - c. Ensures class presenters have completed training required for class presentation.
 - d. Submits annual class schedule to WIC Operations Manager.
 - e. Notifies WIC Operations Manager of any staffing concerns.
 - f. Assists WIC Operations Manager as needed in periodic updates of WIC clinic

- policies and procedures.
- g. Maintain adequate inventory of nutrition education materials and medical supplies.
- h. Participates in annual nutrition education plan review.
- i. Perform other reasonably related duties as assigned by supervisor.

Qualifications:

1. 2 years in college or technical training in Foods and Nutrition or employment in a health related field
2. At least one year supervisory experience.
3. Strong leadership, interpersonal and communication skills.
4. Physical examination and TB screen documentation upon hire.
5. Competency in computer data entry and/or word processing.
5. Experience working in professional office environment with ability to communicate one-to-one, on telephone, and in group setting.
6. Adequate means of transportation.
7. WIC experience (preferred)
8. Community service experience (preferred)
9. Multi-cultural 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 physical inventory of equipment and/or supplies.
6. Work with children requiring the ability to walk or run quickly, kneel or sit on floor,

- bend, and lift, walk over rough or uneven ground, exposure to weather etc.
7. Lift and move heavy and/or bulky objects or children weighing up to 50 lbs.
 8. Maintain the safety of the environment and children through visual, auditory and smelling senses.
 9. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Provider