



## Head Start

Alissa Holdson  
*Executive Director*

Ronald C Loos  
*Board Chairperson*

Andrea Rosipko  
*Director*

### POSITION DESCRIPTION

**POSITION:** Health Manager  
**EMPLOYMENT STATUS:** Full Time (40 HRS) Full Year (52 WKS)  
**RESPONSIBLE TO:** Program Director  
**SUPERVISES:** None  
**PRIMARY WORK SITE:** Main Office

**BASIC FUNCTION:** Primary responsibility is conducting all health screenings for enrolled children; provide health education and support to staff and families; assist with monitoring health components of the Program; and ensure policies and procedures meet Federal Performance Standards of Head Start and state licensing. Collaboration and communication with community partners, healthcare providers, other local resources, and families is essential for healthy outcomes for children. Identify, recommend, and implement approved management and program improvement plans. Monitor and analyze systems.

### EDUCATION & EXPERIENCE REQUIREMENTS:

- Baccalaureate Degree in related or qualifying field
- Minimum of a Licensed Practical Nurse degree preferred
- Experience in educational setting preferred

### MAJOR RESPONSIBILITIES AND KEY TASKS:

- Provide appropriate community health information and referrals for both staff and parents.
- Conduct child screenings, including hearing, vision, height, and weight.
- Provide prenatal and postpartum visits and support to enrolled women and newborns.
- Respond to requests from staff and parents related to child health needs/concerns.
- Monitor the completion of health requirements for children.
- Input documentation into Child Plus.
- Develop and maintain policies and procedures.
- Attend meetings, trainings and professional development activities as needed.
- Maintain first aid and bio hazard kits for classrooms/sites.
- Plan and implement health lesson plans to advance the children's health and wellness.
- Report to Policy Council as needed.
- Facilitate the Health/Mental Health Services Advisory Committee (HMSAC)

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P:(440) 993-7716

[www.accaa.org](http://www.accaa.org)

F:(440) 992-4409

This Agency is an equal provider of services and an equal employment opportunity employer. Civil Rights Act 1964 (CRA)

**EXPECTATIONS:**

- Must maintain confidentiality within and out of the program.
- Maintain professionalism at all times.
- Ability to work independently and in a team environment.
- Ability to communicate effectively and appropriately with others.
- Demonstrate flexibility when working with others.
- Ability to make appropriate decisions in a timely manner.
- Remain current with all certifications, credentials, and non-degree license.

**ESSENTIAL JOB FUNCTIONS:**

- Interpret and implement Agency Personnel Policies, Federal Head Start Performance Standards, The Head Start Act, the Ohio Revised Code, the Ohio Licensing agency, and any other regulations.
- Operate a computer and have the willingness to learn other software programs as necessary.
- Tasks may involve unplanned or procedure specific exposure to body fluids and possible exposure to communicable diseases. Maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

**ADDITIONAL REQUIREMENTS:**

- An available licensed vehicle, a valid Ohio Driver's License and insurability monitored by ACCAA insurance carrier.
- Completion of background checks including BCI, FBI, sex offender registry and child abuse and neglect registry.
- Pass initial and regular drug screenings.
- Perform duties as assigned.

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Signature

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Date