

**L.E.A.P.**

**JOB DESCRIPTION**

**JOB TITLE:** HEALTH SERVICES MANAGER  
**DEPARTMENT:** HEAD START / EARLY HEAD START  
**WORK WEEKS PER YEAR:** 52  
**CLASSIFICATION:** NON-EXEMPT

The Health Services Manager reports directly to the Assistant Director of Community and Family Services. The Health Manager will work in collaboration with the Health and Nutrition Coordinator to ensure that all Health Services are following the Head Start Performance Standards, NYS Office of Children and Family Services Licensing regulations and with all LEAP policies and procedures. It is the understanding and expectation of this organization that all employees will take the opportunity to contribute to the overall success and mission of the agency beyond the basic requirements of their job.

1. Adhere to the agency's policy on confidentiality both within the agency and the community and adhere to all program policies and procedures.
2. Work closely with all program staff to ensure an integrated approach and provide comprehensive services to children and families.
3. Oversee the services provided by health staff, including all health screenings, tracking, and monitoring child immunizations, dental screenings, and exams.
4. Organize screening results and pertinent medical family history, current health status, mental health, dental health, and nutrition information for identifying those children and families who may need special assistance or intervention.
5. Respond to and assist with referrals from staff and parents regarding health problems of children and/or their families.
6. Establish and maintain a collaborative working relationship with all community agencies providing Health Services for Head Start/Early Head Start children and serve as an advocate for children and their families.
7. Ensure that all children receive appropriate screenings, and receive educational preparation prior to each screening, within the mandatory time frames as outlined in the Performance Standards.
8. Help center-based and home-based staff in planning and implementing health activities for children.
9. Respond to all concerns/requests of staff and/or parents regarding the health of individual children.

10. Ensure and promote, in conjunction with all other program staff, active parent engagement in the Health Services program.
11. Work with the Health & Nutrition Services Coordinator in developing and implementing resources and training for staff and parents in the Health Services areas.
12. Obtain and/or maintain certification as a CPR/First Aid Instructor and a Medical Administration instructor.
13. Ensure an effective recordkeeping system that provides thorough documentation, in compliance with program standards and procedures, for all health services provided and that these services are following NYS MAT procedures.
14. Utilize professional reading, writing and communication skills to carry out necessary job responsibilities.
15. Assist in the annual revision of the Comprehensive Program Plan, Policies and Procedures, Community Assessment and in the annual program self-assessment.
16. Attending upon request all staff and other appropriate meetings, trainings, and conferences; some of which may necessitate out-of-county travel and evenings/overnight attendance.

Qualifications:

1. New York State Registered Nurse
2. Two years' experience in Community, Public Health, and Early Childhood with evidence of out-reach and connections with community agencies and providers.
3. Preferably one year's experience in an administrative /supervisory role.
4. A valid NYS driver's license.
5. An understanding of young children and low-income families, and an appreciation of parents as the primary educators of their children.