



PERSONNEL COMMISSION

Class Code: 0784
Salary Range: 35 (M2)

HEAD START HEALTH MANAGER

JOB SUMMARY

Under general direction, to plan, implement and evaluate the health service activities of the Head Start Program; to supervise assigned staff for Head Start and Early Head Start Programs; and to do related work as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Supervise and coordinate the development and annual updating of the Head Start Health Services Plan in conformance with the Head Start Performance Standards. **E**
- Develop standards and procedures for providing and evaluating health care to meet Head Start criteria. **E**
- Assist in interviewing health personnel, conducting appropriate training, assessing personal performance and making appropriate duty assignments. **E**
- Supervise obtaining a complete medical, dental and developmental history for each child. **E**
- Coordinate obtaining parental consent prior to the performance of screenings and examinations. **E**
- Coordinate arrangements for treatment of all health problems detected in medical and dental examinations of children, including immunizations and follow-up treatment. **E**
- Supervise the maintenance of health records for all children. **E**
- Develop policies and procedures for the Head Start staff on how to respond to medical emergencies. **E**
- Review, evaluate and interpret health records, vital statistics, and other data affecting health services, in order to assess needs and to plan and implement special programs or activities to meet these needs. **E**
- Counsel parents concerning specific family health problems and design and conduct health education for parents. **E**
- Conduct in-service training for Head Start staff concerning health education, environmental health and safety, first-aid and emergency medical procedures. **E**
- Conduct periodic observations of health education activities. **E**
- Establish, maintain and review schedules, records and billings associated with contracted health services. **E**
- Coordinate activities of the Health Advisory committee. **E**
- Develop procedures and facilitate TB screenings for staff and volunteers. **E**

- Monitor health/safety physical environment at all Head Start locations and facilitate the remediation of identified issues. *E*
- Train and supervise all health staff and consultations. *E*
- Participate, as requested in the hiring process of all health staff and other assigned personnel. *E*
- Participate in the development and supervision of annual health services budget. *E*
- Coordinate and facilitate the processing of all work-related employee injuries. *E*
- Participate in the IEP process for children with health related disabilities. *E*
- Review and evaluate health services component activities to ensure conformance to Head Start Performance Standards and other state and local regulations. *E*
- Interpret such things as health needs and nursing standards to other Head Start personnel, policy council, and the community at large. *E*
- Assist the program administrator in evaluation of program and staff performance. *E*

Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An incumbent in this class is expected to provide professional nursing supervision of all health services.

EMPLOYMENT STANDARDS

Knowledge of:

Basic pediatric nursing practices.
Identify children and families' health needs to acquire health data.
Community based health providers.
Health education programs in a multicultural environment.
Program evaluation techniques.
First aid teaching techniques.

Ability to:

Utilize computerized sources of health related information.
Develop appropriate data-gathering instruments.
Analyze needs assessment data.
Determine priority area of need for health education.
Communicate effectively both orally and in writing.
Establish effective interpersonal relationships with those requiring assistance in solving health-related problems.
Refer families to appropriate sources of health information or treatment resources.
Conduct health screenings including vision, hearing and dental.
Plan and conduct inservice training for individuals, small or large groups.
Set up and maintain appropriate records and files.

Education and Training:

Graduation from a recognized college or university with a Bachelor degree in nursing science, with Public Health Nurse Certification preferred.

Experience:

Two years of public health, pediatric nursing, or related nursing experience are required, preferably with at least one year in a lead or supervisory capacity. Experience in Head Start or other early childhood program is beneficial.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess, the required skills, knowledges and abilities, may be considered.

SPECIAL REQUIREMENTS

Must be currently licensed as a Registered Nurse in the State of California.

Must possess a class C California drivers license and have the use of a personal automobile (mileage reimbursable) at the time of appointment.

Some positions in this class may require the ability to speak a language other than English.

WORKING ENVIRONMENT

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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