REGINALD S. LOURIE CENTER FOR INFANTS AND YOUNG CHILDREN

Position Description

for

Health and Disabilities Coordinator, Early Head Start

Reports To: Program Director

Issue Date: 12/03/14
Revised Date:

FLSA: Exempt

I. Major Work Function:

Under the supervision of the Lourie Center Early Head Start Program Director, assures service delivery in compliance with Federal regulation. Responsible for the monitoring and assuring compliance in meeting health/disability mandates for infants, toddlers and pregnant women. Lead responsibility for organizing and maintaining Health Services Advisory Committee, and providing staff and parent development activities in health/disability related areas.

II. Major Duties and Responsibilities:

- Prenatal and post-partum services to expectant families - case management in collaboration with home visiting and child care staff
- Assurance that newborn exams are done by local providers
- Triage of acute and chronic health needs for children, families and staff
- Staff and parent health, nutrition and child development education
- Participation in IFSP meetings for children with special needs
- Participation in community-based meetings relevant to Health/Disabilities i.e. county ICAP
- Case management for health care for recent, undocumented immigrants
- Program development
- Coordination and leadership of Health Services Advisory Committee
- Tracking children with disabilities and tracking lead and hemoglobin
- Attend other meetings related to Health/Disabilities as needed
- Provide necessary training for staff and child care providers
- Review charts and attend Service Coordination
- Monitor child care Health and Safety checklist in collaboration with Director and Family support workers
- Review and monitor nutritional assessment for children
- Ongoing monitoring of service area
• Home/child care visit as needed to address health concerns
• Orientation of new staff in the health/disabilities area
• Notify and update staff of community resources related to health care access

III. Working Relationships:

1. Internal:
   • Provide education and support related to child and adult health, and pregnancy health issues, and to children with special needs.
   • Provide counseling to staff

2. External:
   • Coordinate services with community health organizations and physician offices for eligible families; participate in advocacy and planning through the Health Services Advisory Committee
   • Coordinate services with local Infants and Toddlers (Part C) programs to children with disabilities in accordance with federal IDEA and Head Start Performance Standards
   • Act as a liaison with State, Regional and National Head Start and professional health associations, participate in and contribute to professional development opportunities

IV. Minimum Work Qualifications

1. Knowledge/Certification:
   • Knowledge of health/disabilities services for pregnant women and young children, and service delivery systems
   • Knowledge of child development and family systems
   • LPN or RN license for the state of Maryland, or Registered Dietitians preferred
   • Bachelor's Degree in Public Health, or Nursing preferred

2. Experience:
   • Minimum 2 years’ experience in maternal-child health services
   • Understanding of 0-3 specific health issues and experience in working with low income population
   • Work experience in Head Start/ Child Care as health service provider or with public health desirable

3. Skills and Abilities:
• Skills in problem solving
• Skills in team work and time management
• Ability to work independently and be able to multi-task
• Ability to work with multi-cultural and diverse population
• Bilingual Spanish/English preferred
• Strong written and oral communication skills
• Computer literacy skills
• Ability to initiative and leadership as well as work within a team process
• Ability to build trusting relationships with families

V. Dimensions

1. Supervision:
   • N/A

2. Financial:
   • Make recommendations regarding annual budget and monthly expenditures relative to health and disabilities. Adhere to approved line item budget

The above describes general job duties and responsibilities. It is not a complete listing of job duties. Incumbents may be required to perform tasks related to these duties. Major changes in job duties should be incorporated into this description.