

# Plaza Community Services

Serving the people of Los Angeles since 1905

## Early Head Start-Child Care Partnership, Health Coordinator

**Status:** Salaried, Exempt  
**Reports To:** Early Head Start Child Care Partnership Director  
**Position:** Full-time

### **Description:**

The EHS-CCP Health Coordinator oversees, manages, supervises, plans and coordinates the health services and activities of the EHS-CCP programs which include health, nutrition, mental health, and disabilities. Coordinates assigned activities with other Early Head Start service areas. Coordinates with staff in other program content areas, including ongoing assessments of the quality of services provided. Ensures effective implementation of the program's policies and procedures and ensures compliance with the applicable Head Start Program Performance Standards, Community Care Licensing and other Local, State and Federal regulations.

### **Responsibilities include:**

- Ensures compliance in the areas of health services, nutrition, mental health and disabilities with Head Start Performance Standards, Title 22, and EHS-CCP policies and procedures.
- Develops and maintains partnership agreements with community agencies for support and services to EHS-CCP children, families and programs.
- Ensures timely and accurate records and reporting of data to Management, Federal and State authorities.
- Coordinates the follow-up of health, mental health, disabilities and nutrition -related referrals for children.
- Participates in multi-disciplinary team (MDT) meetings, and health and/or mental health, disabilities Service Area meetings with staff, teachers, Family Child Care Providers, Partner Centers, community members and/or parents.
- Develops, revises, and/or updates policies and procedures. Trains staff, Partner Centers and Family Child Care Providers on health services, mental health, nutrition and disabilities. Oversees and monitors the program activities for full implementation of said policies and procedures.
- Serves as a liaison with community programs that provide health, mental health, disabilities and nutrition-related services to EHS-CCP and other low-income families.
- Works collaboratively with other service area staff to ensure screenings and ongoing observations are conducted, referrals and follow up are completed, record-keeping requirements are met, and feedback is provided to staff.
- Ensures that proper health status is determined for children as well as reviews health, mental health, disabilities and nutrition documents for children enrolled in the EHS-CCP program.
- Monitors, analyzes and tracks related data. Identifies trends and patterns and develops immediate corrective action plans to ensure the timely delivery of services to children and families. Provides monthly updates/progress reports including but not limited to services reports, program compliance, program quality, annual Program Information Report, progress towards program goals and objectives, and others as deemed necessary by the EHS-CCP Director and the Executive Management team.
- Coordinates the planning and timely follow-up for health, mental health, disabilities, and nutrition related concerns, questions, or abnormal findings that are brought forward by others.
- Responsible for the monitoring and oversight of the health, mental health, disabilities and nutrition service areas. This includes reviewing child/family files and the program's database. Responsible for

# Plaza Community Services

Serving the people of Los Angeles since 1905

ensuring health, mental health, disabilities and nutrition plans for children with suspected or diagnosed conditions meet the needs of the children and are in compliance with the applicable regulations.

- Coordinates and provides training to staff, parents, Partner Centers and Family Child Care providers on individual health, mental health, disabilities or nutrition plans.
- Oversees the planning, delivery, and replenishment of health and other supplies to centers, providers and partners
- Develops training plans for staff, Partner Centers, Family Child Care providers and parents for assigned areas. Coordinates and/or provides related training and education to staff and families.
- Responsible for planning and/or convening the Health Services Advisory Committee. Participates in annual refunding applications, budgets, program self-assessment and community assessment.
- Other duties as assigned.

## **Supervisory Responsibilities:**

- Three years of supervisory, administrative or training/monitoring experience in child health, mental health nutrition, and/or disabilities required.
- Is responsible for the overall direction, coordination, and evaluation of the direct reports.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- This job supervises the staff assigned to the nutrition, mental health, disabilities, health and health supplies.

## **Education & Qualifications:**

The successful candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

- 2-5 years of health management experience, preferably in a Head Start or Early Head Start program.
- Bachelor's degree from an accredited college or university in Nursing, or related field from a four-year university required.
- Registered Nurse Certification. Candidate must maintain Registered Nurse Certification current and valid with the State of California.
- Must have demonstrated track record of providing health, mental health, disabilities and nutrition services
- Knowledge and experience in the philosophy and practices of infant/child/family health and well-being.
- Experience working with culturally and socioeconomically diverse families and children needed.
- Must have knowledge of Title 22, Head Start Performance Standards and Head Start Act.
- Experience in managing programs in data-managed or data-sensitive environment required.
- Use computers, especially MS Office, Child Plus, email and Internet, to store data, write reports and conduct research related to nutrition.
- Bilingual (English/Spanish) preferred.
- Valid California Class "C" driver's license and proof of automobile insurance.
- Access to reliable transportation.
- Excellent written and communication skills.
- Demonstrate coaching, training, and leadership skills.

# Plaza Community Services

Serving the people of Los Angeles since 1905

## **ADDITIONAL REQUIREMENTS:**

The successful candidate will have the ability to perform the following functions with or without reasonable accommodations:

- Successful completion of pre-employment Physical exam and TB Clearance.
- Successful completion of background check including DOJ, FBI, CACI and Sexual Abuse Registry.
- Current certification in CPR and First Aid.
- Must follow and abide by the Standards of Conduct.
- Adherence to the Child Abuse Reporting Mandate.
- Duties are performed at one and/or multiple centers.
- This position is required to work a flexible schedule as work will be required during evening and weekend hours.
- Valid California Driver's license, good driving record (DMV check will be conducted); and proof of automobile insurance as driving a vehicle to attend parent meetings, home visits, and community meetings is required.
- While performing the duties of this job, the employee is regularly required to change position; to sit, stand, walk, climb or balance; to stoop, kneel, crouch or crawl; to bend, twist and reach with hands and arms.
- Lift and/or move up to 45 lbs.

## **Childcare employees must be able to perform the following essential functions:**

- Communicate verbally and in writing in English to the degree that child, parents and other staff members are able to understand and respond.

Benefits offered include:

Health medical insurance, dental and vision as well as Company paid life insurance.

Vacation paid time off.

Paid sick days.

401(k) retirement plan.

12 paid holidays.

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or other protected status. EEOE/M/F/Vet/Disabled*

## **How to Apply:**

Please email a cover letter and resume to [resumes@plazacs.org](mailto:resumes@plazacs.org)