

Health and Safety Manager

Job Title:	Health and Safety Manager
FLSA Status:	Exempt
Department:	Anna Waters Head Start
Immediate Supervisor:	Head Start Director
During:	Full Time
Date of Update:	July 2019

Job Summary

The Health/Nutrition Manager has primary responsibility for the delivery and coordination of all health/dental, nutrition, and related services for Head Start students and their families. The Health/Nutrition Manager implements health/dental/nutritional screenings, manages all referrals and follow-up, and other related services to assure services are delivered. The Health/Nutrition Manager coordinates the planning, purchasing, and delivery of all breakfast, lunch and snacks, according to the Child Adult Food Program Guidelines, Head Start Performance Standards and DCFS Guidelines.

Responsibilities and Duties

- Promote engagement in positive parent/child relationships, families as lifelong educators, families as learners, family engagement in transitions, family connections to peers and community, family well-being, and families as advocates and leaders.
- Good organizational and leadership skills.
- Knowledge of USDA requirements and responsibilities (Administrative Office and site location).
 1. Menu planning and knowledge of Child Care Food Requirements.
 2. Children with special dietary needs.
 3. Calculate monthly meal count sheets
 4. Enter meal count information into ISBE (Illinois State Board of Education website).
 5. Notify DMCOOC's Accountant to let her know that USDA is on the system.
- Oversee the ordering of food, health, and sanitation supplies within the budget.
- Establish goals and objectives for the health area in conjunction with the Health Advisory Committee and in compliance with Performance Standards and state licensing regulations.
- Plan and implement health related screenings (dental, hearing, vision, height, weight, etc.) for all Head Start children. Monitor data to ensure that screenings are done within the 45 days or 90 day timeframe.
- Ensure completion of IHP (individual health plans).

- Oversee the collection of health data on each child and family and maintain proper, accessible documentation of health records in compliance with Head Start Performance Standards, DCFS licensing requirement and the State of Illinois.
- Provide information; make referrals, and follow-up on health-related services.
- Observe classrooms to monitor health and nutrition activities.
- Learn the “I Am Moving I Am Learning Curriculum” (Obesity).
- Understand the importance of childhood obesity and “Appropriate Weight and Healthy Eating”.
- Coordinate annual staff training in health, nutrition, and CPR/First Aid.
- Facilitate parent meetings related to family health and nutrition issues.
- Collaborate with other DMCOC staff and Dietary Consultant regarding menus, meal service, and co-management of the kitchen.
- Monitor meal requirements and portions, food preparation (quantities and quality), handling, storage, sanitation, record keeping, temperatures (hot, cool and storage), posting requirements and inventory.
- Provide training, supervision, and guidance for employees in health and nutrition area: Health Assistant, Nutrition Aides, Cooks, Custodian, and Food Van Driver.
- Evaluate all employees in health, nutrition, and custodial areas annually; more frequently if needed.
- Organize, maintain, and serve as staff advisor to the Health Advisory Committee.
- Serve as liaison between Head Start and health providers to ensure delivery of care to children and families.
- Manage and update contracts and agreements with healthcare and food service vendors as assigned.
- Prepare all required reports accurately, completely, and on time.
- Due to the nature of this program, all staff members must be willing to perform all other duties as assigned in order to maintain a quality program for all children and their families being served at Anna Waters Head Start.
- Assist with transportation monitoring including being the contact for bus transportation, scheduling bus riders, and assisting with transportation changes.

Qualifications & Experience

The Health and Safety Manager is required to have a bachelor’s degree in health or a related field. The Health and Safety Manager will become a CPR and First Aid trainer within one year of employment. The Health and Safety Manager must possess the abilities to stand, walk, stoop, and must be able to lift at least 30 pounds or children in emergencies. The Health and Safety Manager must be free of tuberculosis, pass physical exam, criminal background check, prior to employment. The Health and Safety Manager must meet DCFS Licensing Standards.

Application Procedure

To apply, submit cover letter, resume, and application to Kim Brummett, Director of Head Start, via mail, email, or hand delivery. Visit www.dmcoc.org/hiring/ to download an application. Application deadline is July 31, 2019.

Job Type: Full Time

Salary: \$30,000-\$35,000 /year