



Health Coordinator

POSITION OVERVIEW:

Macon Program for Progress is a community action agency in far western NC. This agency is the grantee for Head Start and Early Head Start programs, as well as many other community action programs, in Macon County.

This motivated organization is seeking a Health Coordinator that will ensure through collaboration among families, staff and professionals to deliver high-quality health and oral health services that are developmentally, culturally, and linguistically appropriate and that will support each child's growth and school readiness in accordance with the policies, procedures, and the philosophy of the MPP Board and the Head Start Policy Council.

ESSENTIAL DUTIES:

- Ensures that parents are involved in all decisions regarding their child's health care. Consults with parents in a linguistically and culturally, as well as, timely and effective manner when a problem an issue or opportunity is presented suspected, informs parents of health procedure benefits and informs parents of procedure results.
- Ensures, through parental involvement and responsibilities, that each child has a source of health insurance coverage and continuous, accessible health and dental care within 30 calendar days after the child first attends the program.
- Ensures, with collaboration and communication between parents and staff, that child health outcomes are positively influenced and that assistance is provided for follow-up services.
- Encourages parents and informs them how to prepare their children for health, dental, and developmental procedures.
- Reviews, evaluates, and interprets health records.
- Observes children who have been referred for health concerns.
- Assists home visitor in obtaining health screenings, immunization, examinations and follow-up treatment as required by Head Start performance standards.
- Ensures policies and procedures are established and implemented regarding the administration, handling, and storage of medication for every child.
- Ensures policies and procedures are established and implemented to respond to medical and dental health emergencies.
- Identifies sick children during the program day, works with staff members to evaluate and monitor the need for exclusion of sick children, documents appropriately, and notifies parent as needed.
- Obtains and determines, from health care and oral health care professionals, as to whether or not the child is up-to-date on a schedule of age appropriate preventive and primary medical and oral health care, based on the well-child visits and dental periodicity schedules as prescribed by the Early & Periodic Screening, Diagnostic & Treatment (EPSDT) at enrollment and that those remain up to date throughout the time they are enrolled in Head Start services. Assists parents with making arrangements to bring the child up to date as quickly as possible.
- Monitors the ongoing health status and needs of enrolled children by periodically reviewing the completion of daily health checks, and paperwork related to the administration of medication per the agency's policy and the doctors' orders.

- Enters, reviews, and monitors Incident Reports, referrals, and follow-up data.
- Ensures that first aid kits are maintained, available, and accessible to staff members and that first aid kits are inventoried monthly and/or re-stocked after each use. Monitors AEDs monthly and maintains all documentation for review.
- Obtains or conducts hearing and vision screenings within 45 calendar days after the child first attends the program. Makes referrals and rescreens as needed
- Ensures implementation of ongoing procedures by which staff can identify any new or reoccurring health or development concerns so that they may make appropriate referrals.
- Provides training for staff related to Head Start, NC State, local and program-developed health and safety requirements and regulations that ensures children are kept safe at all times, as well as the emergency and disaster preparedness procedures during new staff orientation, at pre-service, and as needed during the program year.
- Ensures that staff are trained in safety practices and that safety awareness is fostered among children and parents by incorporating safety into child and parent activities.
- Monitors safe sleep procedures and paperwork.
- Ensures that MPP's policies/procedures are updated yearly, to reflect the Head Start Performance Standards, NC Day Care, local and program rules/regulations for health and safety.
- Establishes and maintains a Health & Education Advisory Committee that include Head Start parents, professionals and other volunteers from the community, meetings bi-annually Serves as Head Starts liaison to the public, and private medical and dental communities.
- Maintains confidentiality and adherence to HIPPA laws and regulations at all times.

REQUIREMENTS:

- Bachelor or Associate's Degree with two to three years' experience, preferred. An equivalent combination of education and experience, considered.
- Licensed Practical Nurse or Registered Nurse, preferred.
- Ability to communicate effectively and efficiently, orally and written.
- Ability to solve practical problems and deal with a variety of variables.
- Ability to apply established policies and procedures related to business practices and internal control procedures.

Macon Program for Progress is an Equal Opportunity Employer.