



# Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

*Cansayapi Otunwe*

## Lower Sioux Indian Community Health Coordinator - Job Description

**Title:** Health Coordinator

**Reports to:** Early Head Start Director

**Supervises:** Expectant Families Specialist, Cook and Assistant Cook

**Wage:** \$17.00

### **Summary:**

The Health Coordinator is responsible for managing, planning, implementing and evaluating comprehensive health/dental, environmental safety and nutrition programs for children and their families enrolled in Cansayapi Head Start Program. This position involves extensive record keeping, organizing, problem solving and time management. It also involves interpretation and communication of complex regulations and medical data and terminology. Extensive interaction with children, staff, parents and the larger community is also required.

### **Duties:**

- In partnership with the Lower Sioux Health Clinic and the EHS Health Advisory Council, ensures that all enrolled children are up-to-date on a schedule of age appropriate preventive and primary health care within four weeks of child's entry and as services become due. Works collaboratively with parents to arrange any needed medical, dental, or nutritional examinations and immunizations, keeping in mind parents work schedules.
- In collaboration with parents and other staff, develops a written follow-up plan and arranges re-screening, further diagnostic testing, examination and treatment for each child found to have medical, dental or nutritional problems. Assists parents, as needed, with identifying resources to obtain prescribed medications, aids, or equipment for medical and dental conditions.
- Obtains informed signed parental consent and release of information for all health, dental and nutritional services provided to children by the program or its contracted service providers; encourages parental presence and participation at these health services; and, informs parents in writing of the results of all services.
- Identifies health, dental, emergency and nutrition service resources within the community; and, helps parents, as needed, in securing a source of accessible health care for their families.

- Collaborates with the Lower Sioux Health Clinic's on-staff Dietician/Nutrition Expert to support the program's nutrition services and, with prior approval of the Director.
- In consultation with service area experts and in collaboration with other staff, plans and delivers or secures group and individualized training for staff and parents on health, dental, nutrition and environmental safety topics. Provides staff with technical assistance in the performance of their jobs as they relate to these service areas.
- Develops written health, environmental safety, sanitation, food service and emergency policies and procedures ensuring compliance with local and state regulations, with appropriate director, consultant, staff, parent, board, HSAC and grantee participation and approval. Ensures these policies and procedures are carried out including scheduling required drills, conducting required safety checks and monitoring all other provisions.
- Monitors the ongoing health status and needs of enrolled children by ensuring the completion of daily health checks, the administering of medications per the agency's policy and doctors' orders, the implementation of the program's Short-term Exclusion and Readmission Policy and other procedures as needed.
- Provides ongoing supervision of the cook and the assistant cook(s). With the assistance of the Nutritionist, monitors the implementation of the IMHSP's menus, recipes and Food Service Policy; monitors food service staff in food purchasing, preparation, service and storage, kitchen cleanliness, food handling and dish washing procedures; provides training and technical assistance as needed; and, assists director and cook, as requested, in maintaining records for the Child and Adult Care Food Program (CACFP).
- Coordinates the Nutritionist's review of classrooms to ensure: that foods are an integral part of the total education program; that mealtime atmosphere is conducive to socialization and development; that meals are served family style; and, that the quality, quantity and size of food served is appropriate to the ages of the children.
- Coordinates the observation of the Infant/Toddler rooms by medical personnel as required by Illinois Day Care Licensing Standards; ensures observations, instructions and recommendations are recorded and carried out.
- Maintains detailed, accurate, up-to-date and confidential records including: child health files, health services tracking system and documentation of all activities; develops and submits timely reports of component service provision and activities for director, grantee, PC, Board and others as required. Maintains strict child, family and staff confidentiality at all times.
- Ensures children are familiarized with all health services they will receive prior to delivery by assisting teachers with child centered activities in the classroom and instructing parents on how to prepare their children for services; provides and/or arranges for transportation for children to health service appointments and for translation services, as necessary;
- Refers children suspected of having a disability immediately to Disabilities Services Coordinator (DSC); coordinates with DSC, other staff and families the provision of services to children with disabilities or suspected of having disabilities.
- Provides parents with records of all services provided to their children before they leave the program; discusses with parents the importance of these records and how to maintain them. Also, transfers children's records as requested and approved by parents in writing.
- Facilitates the transition of children with incomplete medical/dental treatment or with ongoing medical needs to services at their next destination, per the delegate's transition plan and with full participation of parents.
- Participates in and contributes to all case management, parent education planning, supervisory, management team and staff meetings. Also, attends interagency meetings, the agency's board

meetings, Parent Committee and Policy Committee meetings and other meetings, as appropriate.

- Attends and participates in grantee-sponsored trainings, center pre-service and in-service trainings, and other continuing education, career and professional development opportunities; reads and reviews regulations and other resources to keep abreast of current issues and trends related to the responsibilities of the job.
- Participates in the annual program self-evaluation and grantee monitoring, and complies with the program improvement plans developed. Contributes to the development of the Delegate Agency Annual Plan, program proposals and Community Assessment, as requested
- Performs other duties, as requested.

**Education:**

NHSA Basic Health Services Credential Required. If at time of hiring has not acquired the NHSA Credential, the HSC will have 9 months from date of hiring to complete the credential. Must be 21 years of age with at least 18 credit hours of course work and training, beyond a High School diploma or equivalent, in public health, nursing, health education, maternal and child health, child nutrition, health administration and/or early childhood required at the time of hiring or within 18 months of employment. It is preferred that the Health Services Coordinator have credentials as a registered nurse, a licensed practical nurse or a Bachelor's or Associate's Degree in any of the above fields.

**Experience:**

Demonstrates understanding of Head Start philosophy. Understanding of the principles, practices and current state of child health and nutrition. Experience working with infants, toddlers or preschoolers. Familiarity with community resources. Experience organizing and managing multiple responsibilities under pressure and documenting extensive information. Experience in the use of computer data base and/or word processing. Knowledge of the challenges and strengths of low-income and migrant families.

**Disclaimer:**

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_