



Tri-County Community *Action* Partnership Position Description

Position Title: Health & Safety Manager	
Department: Early Head Start/Head Start	Status: Full-time/Exempt
Pay Grade: Grade 10/Non-Union	Location: Little Falls
Position Reports to: Head Start Prenatal-5 Director	

Mission Statement

“TCC engages the entire community to listen to and partner with low income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity.”

Summary:

The Health & Safety Manager manages Health & Safety Services for the Early Head Start, Head Start, and Child Care Partners programs. The Health & Safety Manager helps create and assures compliance with Health and Safety Policies and Procedures based on the HSPPS and State Licensing requirements.

Primary Duties - *All TCCAP staff are required to actively recruit families for agency programs.*

Coordinate Early Head Start and Head Start health and safety functions internally and in collaboration with community agencies.

- Develop community partnerships that will improve health outcomes for families enrolled in the Early Head Start and Head Start programs.
- Develop and implement appropriate program procedures following State, Federal, and Local laws and TCCAP’s policies and maintain records of compliance.
- Work closely with health professionals in providing a range of services including medical, dental, mental health and health education services.
- Ensure that all TCCAP sites are maintaining compliance with health and safety regulations and are prepared for emergencies.
- Work with ERSEA Manager, Family Services Coordinator, and Nutrition Manager to assure optimal involvement of parents in the health and safety of their families.
- Participate in management meetings, meetings with Federal and State Monitors, Board of Directors meetings if requested, Policy Council meetings, and professional health teams at the regional and state level.

Train staff and parents on a variety of topics to ensure program standards are met.

- Provide/conduct/coordinate training for staff in the areas of first aid/CPR, OSHA regulations and the Head Start Program Performance Standards (HSPPS).
- Provide/conduct/coordinate training for staff in SID’s Prevention/Shaken Baby Syndrome.
- Develop education materials for parents on topics like prenatal health care, breast feeding, injury prevention, oral health, nutrition, substance use, transportation safety, etc.
- Provide support for families and staff who have health concerns.
- Train staff on medication administration.
- Work with Families and Staff on child treatment plans related to specific health concerns.

Supervise health staff, including the priorities and performance of the staff, by recruiting, training, supervising and evaluating personnel.

- Define health priorities and authority/responsibility for all health and safety related program goals.
- Provide training and education to staff, including workshops and manuals.
- Monitor, maintain high levels of service to, and work closely with staff.
- Oversee employee scheduling levels for optimal service.

Track, monitor, and/or perform all health screenings, assessments and follow up in accordance with Federal, State, and Local requirements.

- Develop care plans and train staff on treatment plans.
- Ensure that 2-week post-partum health visits are completed for families that have been enrolled in the prenatal program.
- Ensure that all required health documentation is in family/staff files and that data is kept confidential.

- Coordinate entry and tracking of all data related to the health of enrollees.
- Coordinate collection of health data with home visitors and family services staff.
- Contact families and medical providers to gather or exchange information.
- Review health data on enrollees prior to enrollment and throughout the year to meet HSPPS and MN licensing requirements.
- Participate in community based preschool screenings.

Represent TCCAP and the organization’s programs to agencies, organizations, and the general public.

- Participate in fund development activities and coordinate special projects to expand or enhance the scope of program services as directed.
- Publicize the activities of the organization, its programs, mission and goals as appropriate.

Prepare and maintain a variety of documents, reports and analysis in a timely and accurate manner.

- Generates all necessary program services reports to provide accurate information for Head Start/Early Head Start programs and as needed for grant reports.
- Collect, monitor and analyze data on an ongoing basis for the PIR and synthesize responses for the RMM.
- Prepare data for the immunization report to the State.
- Participate in the development and updating of the TCCAP Emergency Preparedness Plan.

Serve as a resource for staff for Health Services for the Early Head Start, Head Start and Child Care Partnership programs.

- Train and orient new staff regarding compliance with health services per the Head Start Program Performance Standards (HSPPS) and other related standards.
- Plan and coordinate the Health Services Advisory Committee’s meetings to get input on areas of concern as identified by families and the agency.
- Monitor and order health related supplies for sites such as First Aid Kits, CPR Masks, OSHA BBP kits, dental supplies, and health and safety equipment.
- Monitor Health and Safety compliance of sites on a scheduled basis and review concerns with appropriate staff and management.
- Develop/revise/review Health Policies and Procedures for sites and the Agency.

Qualifications

- Bachelor's Degree in a health-related field required.
- Two or more years of professional level experience working with children and families in Health Services, preferably in a Head Start/Early Head Start environment.
- Minnesota Registered Nursing or PHN License preferred but not required.
- One or more years of experience in providing work direction to staff is required. Additional experience is preferred.
- Must demonstrate the ability to work with minimal supervision and be able to provide work direction to staff in the areas of physical health, oral health, and mental health.
- Other credentials that would be beneficial include Certified Lactation Consultant, CTC Trained, etc.

Physical Requirements

- This position includes medium physical work, lifting to 50 pounds with frequent lifting/carrying of objects weighing up to 25 pounds.
- Hear, speak, and effectively verbally communicate in the English language, including following oral and written instructions, to communicate with people inside and outside the organization.
- Sit at a desk for extended periods of time and perform long hours of work sitting at a computer.
- Apply manual dexterity, visual acuity and abilities needed for computer keyboarding, office equipment usage, reviewing detailed reports, information analysis, etc.
- Ability to work occasional nights and weekends to support families, staff and community events.

This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.

I have read and understand this description of my position.

Employee Signature

Date