

OTERO JUNIOR COLLEGE CHILD DEVELOPMENT SERVICES VACANCY ANNOUNCEMENT

Early Head Start Health and Nutrition Coordinator

Coordinates, implements and facilitates health and nutrition services in accordance with Head Start Performance Standards. Provide comprehensive parent education to strengthen and support child and family health and nutrition

JOB DUTIES:

1. Adhere to Otero Junior College Child Development Services policies and procedures.
2. Comply with Head Start Performance Standards and State of Colorado Rules and Regulations for Child Care Centers.
3. Support and implement the philosophy and goals of Otero Junior College Child Development Services.
4. Familiar with Head Start Performance Standards.
5. Monitor, track, input and ensure that all children receive physicals, well-child checks, immunizations, oral health care, vision, hearing and hemoglobin screenings and needed follow up per Head Start Performance Standards and Child Care Regulations. Work with Home Visitors and Teachers to obtain information to be input and documented in Child Plus.
6. Conduct screenings (hearing, vision, lead, hemoglobin) on all enrolled children per Head Start Performance Standards and Child Care Regulations. These screenings may be conducted in home, at socializations or at the center.
7. Promote health and safety practices in the program and coordinate safety and sanitation procedures.
8. Work with other content area Managers/Specialist in planning and delivery of Head Start Health and Nutrition services.
9. Work with all CDS director, program managers, coordinators and specialist in the overall management and decision making for successful operation of CDS programs.
10. Provide mentoring, support, and supervision to Home Visitors, Teachers, Cook, and Bus Monitor/Teacher Aides.
11. Conduct home visits for identified families with special medical situations that require additional support.
12. Organize a continuing health/nutrition education program for participant families.
13. Ensure CACFP regulations are adhered to by program staff via training and ongoing monitoring.
14. Work in collaboration with contracted Registered Dietitian on program menus, individual special diets and nutritional assessments for children.
15. Collect and compile accurate content area PIR data and submit annually to Business Manager.
16. Collect, track and review all Early Head Start program data. Determine areas of concern and adjust or change procedures to ensure successful program operations and outcomes.
17. Provide and track CPR/First Aide training for program staff.
18. Develop/review health care plans as needed for children with special concerns. Provide training for staff/
19. Work with Teachers and Home Visitors to ensure the individual health needs of each child are taken into account in the child's individualized education plan.
20. Coordinate and ensure staff received medication administration training and are following program guidelines.
21. Collaborate with Nurse Consultants if needed.
22. Ensure that medical/dental billings are verified and submitted on a timely basis.
23. Attend all regularly scheduled staff and advisory meetings.
24. Conduct Early Head Start Employee performance reviews in conjunction with other Early Head Start Coordinators.
25. Communicate with CDS Director on regular basis and submit monthly site visit reports.
26. Monitor employees and content area services ongoing.
27. Provide inservice and on-going training to staff as needed.
28. Provide health and nutrition services training for new employees.

29. Work with Head Start and Migrant and Seasonal Head Start Health Nutrition Manager to organize and conduct Health Service Advisory Meetings.
30. Build community partnerships for health services delivery to enrolled children and families.
31. Inventory and order supplies as needed.
32. Work with program managers to complete annual self-assessment, community assessment, program goals and overall program planning.
33. Participate in workshop/training opportunities to increase or update content area knowledge.
34. Will encourage and support parent involvement in all aspects of the Head Start program.

QUALIFICATIONS/SKILLS:

1. Bachelor degree in a Health, Nutrition or Human Services related field with additional training or experience working with young children or families with young children.
2. Be computer literate with knowledge for Microsoft office programs as it pertains to your position.
3. Be eligible to work in a childcare setting.
4. Have current First Aide/CPR instructor certification and keep current.
5. Positive role model for children; language, dress, and behavior must be appropriate to a childcare setting.
6. Show emotional stability and maturity.
7. Sensitive to cultural diversity.
8. Be able to establish an atmosphere of trust and respect with HS families, children and staff.
Able to adhere to strict standards of confidentiality.
9. Be able to work effectively as a member of a team.
10. Submit regular on-going medical statements signed and dated by a licensed physician or other health care professional, verifying that they are in good mental, physical and emotional health appropriate for the position hired. Pursuant to State of Colorado Rules Regulating Child Care Centers and HS Performance Standards.
11. Demonstrate the highest standard of integrity, truthfulness, honesty and ethics.
12. Bilingual English/Spanish a plus.

Finalists will be required to provide evidence of the above qualifications.

Salary: depending on education and experience

Benefits: PERA, medical, dental, vision, life, and sick leave

APPLICATION INSTRUCTIONS

For consideration, an applicant must complete CDS application and provide copies of college transcripts

Applications Available:

CDS website – cdsheadstart.com on employment page

CDS Central Office, 200 Burshears, La Junta, CO 81050

Application Deadline: Until position filled

Submit Application To: Otero Junior College Child Development Services

Mailing address: 1802 Colorado Avenue, La Junta, CO 81050

Location address: 200 Burshears Avenue, La Junta, CO 81050

Fax: 719-384-1096

Inquires May Be Directed To: Michelle Weaver (719) 384-3103

Applicants must submit to and pass a background check before an offer of employment can be extended.

Otero Junior College Child Development Services must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition direct deposit is required for all new employees.

Otero Junior College Child Development Services does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity, age, military or veteran status, physical ability or any other characteristic protected under federal, state or local law in admission or access to, or treatment and employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the Affirmative Action Officer, Otero Junior College, 1802 Colorado Avenue, Macdonald Hall, Room 221, La Junta, CO 81050 (719) 384-6824 or the Office of Civil Rights, U.S. Department of Education, 1244 Speer Blvd., Denver, CO 80204 (303) 844-5695.

To learn more about Otero Junior College Child Development Services, visit the website at cdsheadstart.com