

**Tableland Services, Inc. ~ Community Action Partnership for Somerset County**

**NAME:**  
**JOB TITLE:** Health, Nutrition, and Safety Manager  
**DEPARTMENT:** Early Childhood Education

**FLSA STATUS:** Exempt  
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**OVERALL PURPOSE**

This position is responsible to manage, and promote a comprehensive, compliant, and high-quality health, nutrition and safety component services for the children enrolled in Head Start, EHS, and PA Pre-K Counts and their families in accordance with the performance standards and policies and regulations of the programs.

**ESSENTIAL FUNCTIONS**

**1. Manage the health, nutrition, and safety components of EHS, Head Start and Pre-K Counts program.**

**PERFORMANCE MEASURES**

- Implement standards for the coordination of component service to achieve program goals
- Develop and implement component plans, trainings, policies, and procedures
- Utilize the agency data base record keeping program to monitor and track health screenings, examinations, and immunizations
- Ensure health screenings are completed within 45 days of student enrollment: screen students with incomplete physical exams
- Develop an effective and timely system for information sharing concerning family needs or requests
- Evaluate health and nutrition data collected, interpret negative trends and develop solutions
- Complete safety checklists three times a year
- Compile statistics for annual PIR, self -assessment and community assessment

**2. Manage and promote health, nutrition, and safety component services for the pre-k classrooms**

**PERFORMANCE MEASURES:**

- Make regular classroom visits to ensure procedures are in place to meet program requirements
- Provide component supplies or materials to classrooms as requisitioned
- Facilitate component education and training including CPR and first aid training
- Train staff how to properly administer prescriptions to students that must be taken during classroom hours
- Train staff on side effects of medications administered to their students

**3. Manage and promote health, nutrition, and safety component services for families**

**PERFORMANCE MEASURES:**

- Provide student health and nutrition screening form to Home Based Case Managers and Family Service Specialists to complete during registration
- Provide information and forms to Home Based Case Managers and Family Service Specialist to include in child's acceptance letter on required program immunizations, physicals, and dentals
- Initiate and maintain health plans for individual children as necessary
- Link families with an on-going system of health care to secure them with a medical home
- Ensure individual child's completed health summaries are sent home
- Document every contact of child's health or nutritional needs
- Promote dental health by ensuring toothbrushes are provided for use at home and in the classroom
- Provide families health, nutrition, safety literature and/or training including basic CPR First Aide
- Serve as a resource for families and counsel families health and nutritional needs

**4. Manage classroom meal services**

**PERFORMANCE MEASURES:**

- Design menus then have them approved by nutrition consultant
- Secure contract with food services to provide meals for children that meet meal requirements
- Compare cook's order with menu to ensure food supply and nutritional requirements are met
- Observe meal service at each center periodically to ensure smooth meal service for children
- Initiate and maintain nutrition plans for individual children as necessary
- Approve special event food request ensuring they follow nutritional content requirements
- Compare prices from vendors periodically for best value

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**5. Network with local agencies to maintain an understanding of available services and market agency services.**

PERFORMANCE MEASURES:

- Plan, facilitate and/or attend at least one community health event annually
- Maintain membership in at least two advisory boards.
- Network with local healthcare providers to obtain students health information to meet program requirements.
- Facilitate semiannual Health Advisory meetings and implement recommendations for program design and procedures

**6. Attend required meetings and trainings**

PERFORMANCE MEASURES:

- Child/family staffings
- Management team staff meetings
- New staff orientation
- Pre-Service and In-Service days

**OTHER DUTIES**

- Provide monthly health statistics report to director
- Perform other related duties as required.

**SUPERVISION RECEIVED**

- Supervision is received from the Early Childhood Director.

**SUPERVISION ADMINISTERED**

- This position requires the supervision of the Cooks.

**QUALIFICATIONS**

**EDUCATION**

- Bachelor's Degree in a component related field required

**EXPERIENCE AND/OR TRAINING**

- Working knowledge of community resources
- Scales and other medical equipment

**LICENSES OR CERTIFICATIONS**

- Clearances and Mandated Reporter requirements

**KNOWLEDGE, SKILLS AND ABILITIES**

- Independent judgement and discretion
- Manage multiple projects/tasks
- Computer; database, Internet/E-mail
- Word Processing and Presentation Software
- Organizational skills

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of HR Representative

\_\_\_\_\_  
Date