



CCRI Early Head Start – Child Care Partnership Health and Nutrition Specialist

Child Care Resources Inc. (CCRI) works with families and communities to ensure that all children have access to high quality, affordable early learning and school-age opportunities and experiences which enable them to succeed in school and in life. Child Care Resources Inc. is seeking a full-time Health and Nutrition Specialist. CCRI offers competitive salaries and a generous benefits package including health and retirement plans with an organizational match.

To apply for this position, please forward resume, cover letter and salary requirements by mail to HR Manager, Child Care Resources Inc., 4600 Park Road, Suite 400, Charlotte, NC 28209, or send an email (with position title in the subject line) to: humanresources@childcareresourcesinc.org. This position will be posted on our website (<http://www.childcareresourcesinc.org/about-ccri/employment-opportunities/>) until filled. Child Care Resources Inc. is an equal opportunity employer. Child Care Resources Inc. does not discriminate on the basis of race, color, religion, sex, national origin, handicap, age, disability, veteran status or any other basis protected under federal, state or local laws.

Summary

Plans, implements and coordinates comprehensive health services for Early Head Start children and their families. Serves as the Early Head Start liaison to work with community health professionals and agencies to address the health related concerns of the children and families enrolled in the program.

Essential Functions

1. Plans and implements all health services based on Head Start Performance Standards.
2. Arranges dental and medical examinations and follow-up care for Early Head Start children as indicated by screenings.
3. Oversees the completion of vision, sensory motor, behavioral and developmental screenings for enrollees within the required 45 days of enrollment.
4. Establishes and maintains an up-to-date health record for each enrollee; review, evaluate and interpret health records and other vital health service data.
5. Implements a prevention-based oral hygiene plan for children enrolled in the program.
6. Plans and implements a health education program for Early Head Start families, staff and the community by linking families with an ongoing system of health care; assisting them in the selection of health providers; counseling them about family/child health problems; and promoting parent involvement in all aspects of the health program.
7. Establishes and maintains cooperatively beneficial professional relationships with community health agencies to ensure that services for families are available and accessible.
8. Coordinates on-site training to staff on preventive health measures.
9. Prepares a monthly narrative and statistical report.
10. Organizes a Health Advisory Committee, composed of parents, staff and health professionals in the community.
11. Develops and updates health services work plan annually and write procedures for accomplishing objectives.

12. Facilitates quarterly child team meetings and develop action plans for referred children with special needs, health impairments or extreme behavioral problems.
13. Coordinates health services follow-up of enrollees with appropriate staff.
14. Oversees the implementation of a self-help oral hygiene plan.
15. Oversees and monitors record keeping system that incorporates individual health and nutrition records for enrollees and general program records. (Consistent with EPSDT)
16. Oversees and ensures a nutrition program which meets the special needs of enrolled children and their families.
17. Participates and maintains written reports that demonstrate compliance with Performance Standards and on-going monitoring.
18. Works cooperatively with agency staff and the public to foster coordinated and integrated program and operations.
19. Attends selective Early Head Start workshops and conferences in order to improve the effectiveness of the health and nutrition service areas.
20. Interprets CCRI EHS-CCP mission, programs, Early Head Start goals, objectives and concepts.
21. Performs other related duties as assigned by the EHS-CCP Director.

Required Education and Experience:

A four-year degree in a health-related field or related field and a minimum of three years of experience coordinating public health services or relevant experience working with disadvantaged children and families. Good organizational, communication and interpersonal skills