

# Community Action Partnership of Central Illinois JOB DESCRIPTION

POSITION: *Health Services Manager*

WORKSITE: Corporate Office

REPORTS TO: *Executive Director*

LEVEL:

CLASSIFICATION: Contractual Non-Exempt

The Health Services Manager will serve to assist and support the Managers on Point in the development of Mental Health, Disability and Health Services component areas. Responsibilities will include advancement of overall health services in accordance with Head Start Performance Standards, DCFS licensing standards and other state and local regulatory agencies.

## DUTIES:

1. Monitor individual, accurate health and nutrition records of all enrolled children using Child Plus data entry. Communicate needs to responsible personnel as needed.
2. Review the health and nutrition records of all enrolled children, update as necessary.
3. Communicate health and nutrition needs of children to Managers on Point.
4. Assist in arranging for medical, dental, hearing, vision and mental health screenings for all children as outlined in the HHS Performance Standards.
5. Assist Head Start staff in conferring with parents regarding disabilities, mental health and EPSDT requirements
6. In conjunction with Managers on Point, develop interagency agreements and relationships to assist in meeting compliance.
7. Collaborate with Managers on Point to provide necessary training as deemed appropriate throughout the program year.
8. Provide ongoing technical assistance to pertinent staff in regards to Health Services.
9. Provide formation and guidance of the Health Services Advisory Committee as required by Performance Standards.
10. In accordance with service plans, monitor services and supports offered to children and families to ensure best practice and compliance.
11. Maintain up to date documentation and reports of site monitoring, observations, referrals and assessments related to Health Services.
12. Ensure compliance with Mental Health observations, referrals and follow ups.
13. Participate in data collection and analyzation of self assessment, community assessment and PIR report.
14. Assist in identifying state and local sources that can be used for the health and nutrition service areas.
15. Maintain confidentiality of all information regarding children, family, and staff.
16. Support School Readiness and the Parent, Family and Community Engagement process to ensure participation of children and families, as directed.
17. Assist in other service areas, or at other sites, when requested.
18. Attend all staff meetings, trainings, workshops and conferences, as required, and document at least 15 hours of in-service training, annually.
19. Perform other duties, as deemed necessary, for the smooth facilitation and operation of the program.

## QUALIFICATIONS:

1. Bachelors Degree in science, health, psychology, family service, record keeping or related field. Nursing experience highly desired.
2. Successfully complete fingerprint and background check as required by 89. Ill. Adm. Code 385, Background Checks (Section 407.110).
3. Must be able to lift 50lbs.
4. Must successfully complete CPR, First Aid, Food Service Sanitation Mangers Certification, and any other certification deemed necessary for the operation of the program.
5. Ability to maintain confidentiality.
6. Valid Illinois Drivers License, dependable vehicle and proof of insurance (on file).

\_\_\_\_\_  
Health Services Manager

\_\_\_\_\_  
Date

No contractual or similar obligation is implied or inferred by this job description or the employment relationship