

**TRI-COUNTY COMMUNITY ACTION, INC.**  
**PROJECT HEAD START & EARLY HEAD START**  
**JOB DESCRIPTION**

**JOB TITLE:** Health Manager

**DEPARTMENT:** Head Start Birth to Five

**CLASSIFICATION:** Full Time; Exempt

**GENERAL DESCRIPTION:** The Health Manager will be responsible for insuring delivery of all health services to enrolled children. He/She will work closely with other staff, parents, and health aides in implementing health program.

**QUALIFICATIONS:** AA/BA in Early Childhood Development or a related field is desirable but not required. Some college is needed in fields of health, childhood development, sociology, nutrition, or psychology. The person filling this position must possess the poise to speak before groups (parent, policy committees and civic organizations, etc.). The manager must possess use of language, both written and spoken. The manager must have the ability to develop and maintain good relations between the Head Start program and area resource agencies providing health and dental services to young children and families. The manager must be able to empathize with parents of enrolled children and be able to act as their advocate in securing needed health services. This person must be trustworthy, creative, and resourceful, have a warm personality and be able to establish open relationships with children, staff and parents. The manager must have the ability to organize time and tasks, must be able to accept and profit by supervision, and be willing to accept new ideas and learn new methods for implementing job duties.

**Experience:** Experience in working with groups – health background work helpful. Need knowledge of community organizations and resource agencies. Knowledge of the needs of small children in the following areas: hygiene, first aide, nutrition, health, dental, and immunizations. Needs knowledge of Texas Health Steps and State Immunization Requirements.

**DUTIES:**

- Responsible for all health services for Head Start and Early Head Start children. Seeing that children receive screenings, medical and dental check-ups, follow-up treatment. Ensuring all children is immunized according to state and federal guidelines.
- Maintaining accurate health records (manual and on computer) document all medical, dental, lab, immunizations, injuries and diseases).

- Provide and ensure all Head Start children receive vision, hearing, speech, and educational screenings within 45 days of enrollment and physical and dental exams are completed within 90 days of enrollment.
- Ensure all Early Head Start children receive needed physical including vision, hearing and lead screen within 45 days of enrollment.
- Ensure all Head Start children receive needed physical and dental exams within 90 days of enrollment. Physical exams must include lead and other blood work screening with results.
- Linking families and children to ongoing health systems.
- Ensure that the lead screens and the hemoglobin's are completed for all children with TCCA's Pronoto 7 and the Lead Care II machines at clinics and within the federal timelines.
- Provide health related training (Health, Immunization Requirements, Performance Standards, etc.) for staff, parents and children.
- Ensure all health related information is entered into Child Plus by the Health Aides including immunizations. Ensure all documentation for health and dental information is scanned into Child Plus. Monitoring this system is a vital part of the Managers Position.
- In conjunction with the Health Aides, checking children's folder according to Ongoing Monitoring to ensure they are accurate.
- Complete the health portion of the PIR annually and ensure its accuracy.
- Arrange and attend health clinic 4 times a year to obtain health information for all Head Start children.
- Check all lesson plans to ensure health related activities are taking place in the classrooms.
- Identify and utilize state and local resources for the health program.
- Check billing against records of professional's services rendered to exercise budget control.
- Submit copy of health record to public school when the child leaves Head Start, if requested in writing by parent.
- Request Bid Letters to doctors and dentist to obtain quality services to enrolled children.
- Serve as the Child Abuse Manager to coordinate suspected abuse and ensure staff is reporting cases. Ensure documentation is correct and the Head Start Director is notified.
- Check children's immunization records on ImmTrac. Research ImmTrac on all Head Start and Early Head Start children to obtain complete immunization records and record each child's ImmTrac identification number.
- Keep TB skin test current. Send out notices when staff TB's are due.
- Keep a check on TB skin test for regular volunteers with the Head Start and Early Head Start program in both center base and home base.

- Make sure written instructions are provided to home base and center base programs on completing vaccine information forms for health clinics.
- Ensure Health Aides have copies of Vaccine Information Statements in both English and Spanish.
- Enforce new immunization requirements issued by the Texas Department of State Health Services.
- Supervise and monitor all health aides to ensure quality and accuracy.
- Train health aides on Health/Immunization services and their responsibilities.
- Provide Health Ongoing Monitoring Tool to the Compliance Coordinator on a monthly basis.
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- Update the Health Plan annually with the assistant of Health Aides and other staff.
- Must be able to lift or move 20 to 25 pounds if needed.
- Must possess a valid Texas Driver's License and be insurable by the agency's insurance company.
- Regular work hours are 8:00 a.m. until 4:30 p.m. Any schedule variation must be approved by supervisor.
- Send out bid letters for Health Services and Immunizations annually.
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Perform any other assigned tasks relevant to the effective operation of the program or other tasks assigned by supervisor.
- Follow the four agency Behavior Competencies: Integrity, Teamwork, Professionalism and Compassion.

### SUPERVISORY DUTIES

Health Aides

### IMMEDIATE SUPERVISOR

EHS/HS Director

