

Five Sandoval Indian Pueblos, Inc.

Position Classification and Description



POSITION TITLE: Health/Family/Nutrition Services Manager
CLASSIFICATION: Exempt
DEPARTMENT: Head Start Program
SUPERVISOR: Head Start Administrator/Director
GRADE: E2

Mission

Five Sandoval Indian Pueblos, Inc. Early Learning Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

The Health/Family/Nutrition Services Manager is responsible for planning and administering program services for children and families. Services must be coordinated with staff in other program content areas and must include ongoing assessment of the quality of services provided.

Essential Duties and Responsibilities ** *This job description in no way implies that these are the only duties to be performed by the employee. Employees may be required to perform any other duties within this or a lower level job upon request of the immediate department or division supervisor.*

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- Plan, develop and administer the FSIPHS Health/Family/Nutrition Services program areas, ensuring an integrated and comprehensive system of services for children and families;
- Provide training and guidance to staff, parents, and community members on a variety of pertinent topics in the area of health, safety, nutrition, family and community partnerships;
- Ensure on-going monitoring, tracking, follow-up and analysis of health, safety, nutrition, family and community services, including enrollment and attendance (ERSEA);
- Ensure on-going monitoring, tracking, follow-up and analysis of health and nutrition services, including health and nutrition plans;
- Maintain record keeping and reporting systems, including service area plan, ChildPlus, schedules, timelines policies and procedures for Health/Family/Nutrition Services and community partnership services in accordance with FSIP, Inc. Early Learning Head Start Policies and Procedures, Head Start Performance Standards and applicable laws and regulations.
- Oversee ERSEA reporting, tracking, monitoring, and agency compliance;
- Ensure coordination of Disaster preparedness.
- Ensure coordination of communication with staff, parents, program consultants and community to enhance services to children and families;
- Supervise and oversee work tasks and activities within the Health/Family/Nutrition and Community Partnership components to ensure the full delivery of integrated service;
- Collaborate with state and community partners for recruitment to enhance FSIPHS Health/Family/Nutrition services;
- Ensure effective transition planning for children, families;
- Assist in planning and preparing special events or activities;
- On-going professional development through education, role modeling, mentoring, and training;
- Ability to travel throughout FSIP Head Start catchment area on a regular basis;

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
- Project a professional work image, both in dress and manner.
- Be familiar with, and adhere to, position-related policies and procedures as well as the program's overarching objectives.
- Follow Agency policy/procedures for reporting and documenting suspected child abuse and/or neglect.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations in fields relevant to position;
- Ability to effectively communicate with community members and groups, managers, regulatory agencies, and families both individually and in group settings;
- Ability to supervise and manage staff efficiently and effectively within the guidelines of FSIP Head Start policies and mandates;
- Ability to work as a positive team member;
- Ability to use basic math skills, to compute rate, ratio and percent and to draw and interpret bar graphs;
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher;
- Knowledge of child development, adult learning and classroom facilitation and learning;

Education

Minimum

Bachelor's degree in health, nutrition, family services, psychology, sociology or related field

Training and Experience

Minimum

Two years relevant experience in social services, family services or related field.

EMPLOYMENT REQUIREMENTS:

- Provide TB screening clearance upon hire, and annually thereafter at employee's expense.
- Provide a basic physical within thirty (30) days of hire and as required thereafter at employee's expense.

- Must pass state and federal criminal records background check for convictions of violence or moral turpitude as defined by New Mexico Childcare Licensing Code at the employer's expense.
- Must have current adult/pediatric CPR and First Aid training upon hire and renewed as required at employee's expense.
- Able to provide own reliable transportation to meet work schedule and job duties and responsibilities.
- Successful experience working in a team setting;
- Ability to present a positive image of the organization to members of the community;
- Ability to work with the Teacher Aide to plan, organize and implement position responsibilities effectively, providing input;
- Visual and auditory acuity within professionally determined normal ranges, with correction if need;
- Manual dexterity sufficient to operate a computer and office equipment, including, but not limited to, the telephone, fax machine, copier, and tape recorder;
- Must be able to travel;
- Must be able to enter and exit a vehicle without assistance, and withstand exposure to adverse weather conditions;
- Must be able to lift 55 pounds; and
- Experience successfully working with a culturally diverse staff and clients.

Working Conditions:

- Possible exposure to blood and bodily fluids or tissues;
- Possible exposure to communicable diseases;
- Job requires standing for long periods of time, as well as stooping, squatting, and running; and a moderate amount of driving is required.

Signature Page

Head Start Director/Administrator Signature _____
Date

Human Resources Director Signature _____
Date

Executive Director Signature _____
Date

Policy Council Chair Signature _____
Date

Special Comments:

This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates that you have read this job description and understand the essential functions and essential qualifications.