

HEAD START HEALTH AND NUTRITION LIAISON

DEFINITION: Under general direction, performs work of moderate difficulty in organizing and conducting health and nutrition activities for the Navajo Head Start program in accordance with the Head Start Performance Standards, program policies, protocols and procedures; responsible for the maintenance of health and nutrition case management practices and documentation; provides opportunities for health and nutrition treatment, follow-up and education; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Conducts onsite nutritional and health screening of children and follow-up referrals through case management; ensures health and safety of children; ensures individualized plans are carried out for each identified child with nutritional concerns or with a potential or diagnosed health condition; conducts follow-up based on family and health care professional input; communicates with parents/guardians and health care professional to ensure children are receiving required health care and follow-up through written referrals; arranges or provides transportation to clinics and keeping prescribed medication updated; in coordination with family services staff follows up on each child to ensure they are up to date on dental, immunizations, physical examinations, auditory/visual screenings, lead and iron blood level readings, height/weight measurements/assessments and prescribed medication; in coordination with health and nutrition specialist communicates with tribal, county and state health care entities/professionals to provide health screening or treatment for all children; communicates and coordinates training to be provided by health care professionals regarding potential or sudden health risks identified for child illnesses including but not limited to chickenpox, whooping cough, meningitis, influenza, tuberculosis, measles, etc. and the administration of prescribed medication.

Provides continuous monitoring of all nutrition services by conducting Child and Adult Care Food Program (CACFP) reviews and meal time, point of service monitoring for meal count accuracy; ensures all meal counts and nutrition monitoring data is entered into state and program databases; ensures compliance with established policies, menu record book (MRB) and food proportion; obtains nutritional information for each child and updates information in the Child Plus database to identify children with specific nutritional needs; coordinates meeting with families and center staff regarding children's nutritional needs to improve overall health and maintain a safe environment in case children have identified food allergies; coordinates and orders all food items for centers, including specialized items for children with specific dietary needs; collects and analyzes food delivery receipts to ensure creditable items are being requested per approved menu and CACFP guidelines; coordinates with local resources to supplement nutritional programs; in coordination with health and nutrition specialist provides training for staff and parents; documents and maintains specialized nutritional, health and medication needs for children in database and child files.

Provide opportunities for health and nutrition education from health professionals and recommended materials/resources for staff and families; prepares statistical reports and monitors records; documents program activities and services for the health and nutrition content areas; participates and coordinates meetings pertaining to child nutrition, health and medication follow-up and individualized care for medication, health condition and potential health condition monitoring; attends health service advisory meetings, planning meetings, program self and community assessments and professional development to ensure all required health mandates are met; provides recommendations for policy and procedure revisions including parent input.

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KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation, Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities.
Knowledge of principles and practices of health and nutrition services.
Knowledge of principles and practices of health, nutrition a dietary regulations and guidelines.
Knowledge of principles and practices of dietetics and nutrition with emphasis on child nutrition.
Knowledge of principles and practices of food management, preparation and services.
Knowledge of costs, purchase methods and economic practices in food service planning.
Skill in making decisions and problem solving in many areas and scheduling program services.
Skill in managing complex internal relationships, maintaining open communication and effective working relationships.
Skill in data collection and analysis, recordkeeping and preparing reports.
Skill in oral and written communications with strong emphasis in providing training.
Skill in applying judgment in the release of confidential information.
Ability to organize and prioritize tasks.
Ability to plan menus which meet requirements set by USDA Child Care Program and the Head Start Performance Standards.
Ability to communicate effectively both orally and in writing.
Ability to maintain required dietary records and reports.
Ability to interpret and implement complex policies and regulations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Health, Nutrition, Human Services, Early Childhood Education or related field; and one (1) year working with children and families in providing health, nutrition or related services.

PREFERRED QUALIFICATIONS:

- A Bachelor's degree in Health, Nutrition, Dietetics, Human Services, Early Childhood or related field.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate, Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must abide by program's standard of conduct.

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.