

HEAD START HEALTH AND NUTRITION COORDINATOR

DEFINITION: Under general supervision, performs work of moderate difficulty in organizing, administering and coordinating comprehensive health and nutrition services; promotes preventive health services and early intervention; provides health and nutrition education for Head Start and Early Head Start children, families and staff; 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:

Provides assistance in a broad range of health and nutrition services for Head Start and Early Head Start children, families and staff; implements preventive, intervention, examination, treatment, recommendation, referrals and identification of health and nutrition services and problems; develops and implements overall health and nutrition strategic plan consisting of a monitoring component of Head Start children's health requirements in areas of physical, emotional, social/cognitive development; conducts health education and health care services in collaboration with state and county public health, Indian Health Services, primary health care providers, Navajo Nation Health Services, environmental health, occupational safety and health, Head Start Health Advisory Committee, Navajo Nation programs, state, federal and tribal entities and public safety personnel; informs parents of available health resources; assists parents in gaining access to care; oversees appropriate referrals for diagnostic examination; promotes the role of good health in the growth and development of children.

Identifies, recognizes and assesses the health and nutritional needs of enrolled children by health screenings and/or classroom observations, compiling information/data on discussions with family and center staff regarding the child's health and nutritional needs; prepares records of each child's nutritional intake/feeding schedule and feeding pattern; works with professional or nutrition specialist in the development of specific nutritional needs and follow up plan; works with local resources on supplemental nutritional programs such as the Women, Infant and Children (WIC) Program, etc.; obtains relevant nutritional assessment data (height, weight, hemoglobin, hematocrit) using the child's medical record to identify children with specific health problems, such as overweight, underweight, anemic and other nutritional problems.

Develops health and nutrition education material and provides training, education and assistance to Head Start staff, families and community members; develops specific internal health and nutritional procedures consistent with Head Start performance standards and guidelines to provide health and nutritional needs for children; ensures that nutritional needs and requirements are met through menu planning; plans and reviews menus for compliance with the USDA requirements; completes and maintains current and accurate records of child health and nutrition information; develops and implements a referral and tracking system of children health and nutritional activities; prepares required reports; maintains confidentiality of all health and nutrition information; keeps informed on applicable guidelines and policies.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of applicable state and federal regulations, performance standards and guidelines.
Knowledge of principles, practices and procedures of health and nutrition program administration.
Knowledge of community resources related to health and nutrition services.
Knowledge of health, nutrition and dietary regulations, guidelines.
Knowledge of child development theories, methods and practices.

HEAD START HEALTH AND NUTRITION COORDINATOR

Knowledge of native and cultural foods.
Knowledge of health and nutrition education material.
Skill in data collection record keeping and data analysis and preparing reports.
Skill in effective oral and written communication.
Skill in providing in-service training and orientation.
Skill in applying judgment in the release of confidential information.
Ability to establish and maintain effective working relationships.

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

MINIMUM QUALIFICATIONS: A Bachelor's degree in Health, Food and Nutrition/Dietetics, Home Economics or closely related field; and four (4) years of experience in providing health care and nutrition services, and nutrition and dietary education; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

SPECIAL REQUIREMENTS: Must pass a criminal background check, fingerprinting and employee assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aide Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit.

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.