

HEAD START HEALTH & NUTRITION SPECIALIST

DEFINITION: Under general direction, performs work of considerable difficulty in providing professional expertise and oversight of the Health and Nutrition services of Navajo Head Start; ensures compliance with the Head Start Performance Standards and applicable local, state and federal regulations; collaborates with all other Head Start components in order to provide quality controls, training, services and compliance monitoring; develops, implements and maintains ongoing quality assurance and performance process to measure, evaluate and assure quality and performance; 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:

Plans, organizes, direct and supervises a broad range of health and nutrition services for Head Start and Early Head Start children, families and staff; ensures that program is in compliance with the Head Start Performance Standards, Family Education Privacy Act and other pertinent tribal, state and federal regulations and guidelines; establishes program goals, objectives and priorities for content areas; responsible for documenting program activities and services for all content areas; develops and implements overall health and nutrition strategic plans consisting of a monitoring component of children's health and nutrition requirements; in collaboration with managers develops and maintains policies and procedures in areas of health and nutrition; organizes and conducts team performance reviews; provides continuous monitoring of all health and nutrition service to improve areas of deficiency as identified in program audits report;.

Monitors mandated health screenings and program evaluations utilizing the ChildPlus database; analyzes and interprets child data to identify children with specific health problems such as overweight and anemia and to improve program effectiveness; engages in planning and conducting research; conducts self and community assessments; identifies, recognizes and assesses the health and nutrition needs of enrolled children through health screenings and/or classroom observations, compiling information/data on discussions with family and center staff regarding the child's health and nutrition needs; 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; provides information, referral and coordinates efforts to link staff and families to appropriate community resources; informs parents of available health resources; assists parents in gaining access to care/services; oversees appropriate referrals for diagnostic examination; promotes good healthy growth and development of children.

Maintains internal control mechanisms for program accountability and transparency; supervises, assigns and reviews work of staff; conducts performance appraisals; takes appropriate action when necessary; interprets policies and procedures, rules, regulations and directives; conducts health education and health care services in collaboration with state and county public health, Indian Health Services, primary health providers, occupational safety and health, environmental health, Navajo Nation Health Services and tribal, state and federal entities and public safety personnel; designs, develops and provides training to staff, parents and community partners; participates in meetings and strategy sessions to stay informed of priorities, raise issues and provide feedback; researches areas for best practices and system improvements; prepares, interprets and analyzes program student data for purposes of evaluating and measuring educational program services and compliance; attends meetings, training and professional development activities; may perform special projects as assigned by the Assistant Superintendent.

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KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of the principles and practices of educational administration and processes.
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 budget and reporting systems, program analysis and performance measures.
Knowledge of quality improvement processes, protocols, changes and updates.
Knowledge of program operation activities, mission and client service requirements.
Knowledge of data collection and information processes and systems.
Skill in developing and analyzing program strategic plans, operating systems, procedures and controls.
Skill in developing and executing documents and reports, short and long term goals and objectives and program performance measures.
Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships.
Skill in providing advice and direction to subordinate managers, supervisors and staff.
Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.
Skill in researching, compiling and preparing reports and related information.
Skill in oral and written communications; making presentations and providing training.
Ability to analyze complex procedures and systems and develop problem solving strategies.
Ability to supervise and carry out the analysis and preparation of reports and budgets.
Ability to handle highly stressful and sensitive situations in a professional manner.
Ability to interpret and implement complex policies and regulations.
Ability to work independently and maintain professional boundaries and confidentiality.

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

MINIMUM QUALIFICATIONS:

A Bachelor's degree in Early Childhood, Health and/or Nutrition or a closely related field; and five (5) years of work experience in early childhood, grants and program management, two (2) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

A Master's degree in Early Childhood, Health and/or Nutrition or a closely 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 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.