

# SANTA CLARA COUNTY OFFICE OF EDUCATION

## **CLASS TITLE: SUPERVISOR - HEAD START FAMILY HEALTH SERVICES/RESTRICTED**

### **BASIC FUNCTION:**

Under the direction of the Manager-Head Start Planning and Support, monitor and assure the provision of comprehensive health, mental health and dental services for Head Start and Early Head Start children in coordination with other Program and Instructional Support Coordinators; develop, and recommend strategies for the implementation of Health Services which promote preventive health services; implement, and utilizes a data tracking system; train and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Monitor and assure the provision of comprehensive health, mental health and dental services for Head Start children in coordination with other Program and Instructional Support Coordinators; recommend strategies for the implementation of Health Services Program area to address the Head Start Performance Standards in conjunction with other Program and Service Area Coordinators, the parents and center staff.

Coordinate activities with nutrition and child development specialists to provide holistic services across program service areas; conduct monitoring visits to all center sites of both the Grantee and partners, during the year to assure that Performance Standards are implemented and that services provided are of the highest quality.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; manage and monitor staff absences and input into sub finder system; verify substitute attendance; approve and disapprove staff absences.

Provide support to parents concerning family health problems; design and facilitate health education for parents and provide referral resources as appropriate.

Promote preventive health services and early intervention; coordinate safety and sanitation procedures; assure the provision of first aid training to center staff; work closely with Human Resources staff to assure that staff; maintain appropriate immunizations and health examinations.

Identify sources of training to enhance the skills of staff in the health services area; assists in the provision of staff training and development including consultation, coaching and mentoring.

Assist in the preparation of the annual refunding application, including development of goals, objectives, and strategies and in the allocation of funds for medical, dental and mental health services.

Recommend corrective action for identified problems and monitor improvements; initiate and implement agreements with other agencies that provide services to Head Start and Early Head Start eligible families to increase access to health services throughout the community; prepare

routine and narrative reports in accordance with assigned functions.

Review and monitor children Individual Health Plans; enter related information into assigned systems; maintain logs of health plans; enter medication information and medication expiration dates in Child Plus program; maintain logs of medications administered throughout the Program.

Assure staff training on proper techniques for administering, handling and storing medications, including the use of necessary equipment to administer medication.

Generate and analyze health reports from ChildPlus data; meet with staff and administration to develop plan of action for outstanding mandates; develop and implement short-term and long-term plans, and provides data for and participates in long-term planning.

Review, sign and date accident reports; provide guidance and further instruction on procedures as necessary.

Review referrals and needs of child and family during multidisciplinary team meetings; consult with members regarding appropriate interventions for referrals; research availability of appropriate services through local community agencies.

Obtain or arrange additional diagnostic testing, examinations and treatments by appropriate licensed or certified professionals as necessary.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities; assure individual health records are maintained for children at assigned sites; review, evaluate and interpret records and assure that follow-up services are provided as appropriate; establish, implement, and utilize a data tracking system to determine health services for enrolled children.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; organize and provide staff support to the Health Services Advisory Committee; work closely with public and private health providers to address community health issues that are manifested in Head Start children and families.

Operate a computer and assigned software programs; operate other office equipment as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Health, mental health and dental content areas and systems.
- Provide support to parents concerning family health problems.
- Head Start performance standards as well as federal, state and local regulations governing health and safety.

- Community resources related to health services.
- Principles and practices of organization, management, supervision and training.
- Comprehensive tracking system for the delivery of health services and follow-up treatment.
- Budget preparation and control.
- Design and facilitate health education for parents and provide referral resources as appropriate.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.
- Health and safety regulations
- Principles and practices of training and providing work direction to others.

**ABILITY TO:**

- Coordinate functions and activities between the Head Start program and outside agencies.
- Interpret federal, state and local regulations relating to health programs for low-income children and families.
- Develop and/or implement a comprehensive tracking system for the delivery of health services and follow-up treatment.
- Provide support to parents concerning family health problems.
- Design and facilitate health education for parents and provide referral resources as appropriate.
- Prepare routine and narrative reports.
- Negotiate and administer service contracts and agreements.
- Communicate both orally and in writing with large and small audiences.
- Collect, assemble, and analyze data.
- Prepare complex report and monitor (track) progress.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Supervise and evaluate the performance of assigned staff.
- Administer first-aid and CPR.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Maintain routine records.
- Observe health and safety regulations.
- Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in public health, health administration, health education or a related field from an accredited college or university and three years of job related experience with demonstrated competence in health services management and in the provision of health training.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license.
- A valid First Aid and CPR certification

**WORKING CONDITIONS:**

ENVIRONMENT:

Health office environment.

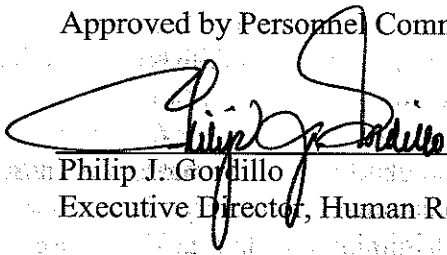
PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate equipment.
- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders and horizontally to retrieve supplies.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials and screen student health conditions.

HAZARDS:

Exposure to blood-borne pathogens and bodily fluids.

Approved by Personnel Commission: June 23, 2011

  
 Philip J. Gordillo  
 Executive Director, Human Resources

7-01-11  
 Date