



WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

POSITION SUMMARY

The **Health and Nutrition Manager** is responsible for the organization and implementation of the health, safety, and nutrition content area according to Head Start Performance Standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Health and Nutrition Coordination and Supervision of Children:

1. Monitors classrooms to ensure ongoing safe and healthy environments in partnership with Site Supervisors.
2. Monitors the ongoing health status and needs of enrolled children by ensuring completion of health checks, incident reports, administration of medications per program policies, and implementation of the program's exclusion and readmittance policies and procedures.
3. Identifies and supports staff and families in meeting 30-day medical home, dental home, insurance, and immunization mandates and educates families on importance.
4. Obtains hearing and vision screenings for each child within 45 days of enrollment. Forwards results and notification on any recommended follow-up to families within 10 days of screening.
5. Identifies and supports staff and families who have not provided required medical/dental screening forms within 90 days of enrollment. Works with Family Advocates to assist families, when necessary, to complete and obtain documentation. Collaborates with the management team around families who have not supplied required documentation by the 90th day of enrollment for a case-by-case determination of whether the child should be restricted from attending the program until such documentation can be provided.
6. Works cooperatively with the area school nurses and School Nutrition Directors at all school collaboration sites.
7. In collaboration with the Primary Care Physician, classroom teachers, and parent(s), develops an Individual Health Plan (IHP) for any child who has a health concern that requires treatment or monitoring, prior to the child's first day of participation. Works with Primary Care Physician on an ongoing basis to ensure all children's individual health needs are met.
8. Provides staff with information to distribute to families on nutrition and health-related issues and communicable disease outbreaks monthly.
9. Monitors local health trends and respond appropriately.
10. Coordinates with classroom staff to ensure that health activities are incorporated into the curriculum in addition to daily tooth brushing and hand washing.
11. Ensures post-partum health visit occurs for all enrolled pregnant women.
12. Provides consultation and support to Family Service Staff to provide required health services to all enrolled families to meet all federal and state regulations.
13. Coordinates with Nutrition Consultant to ensure dietary needs of children are met and Nutrition Plans are created as needed.
14. Conducts heights and weights for all Head Start children within 30 days of enrollment and again in the spring.
15. Report program-wide BMI percentages in late fall to all families.

Position Title:

Health and Nutrition Manager

Department:

Early Childhood Program

Reports To:

Early Childhood Director

Supervises:

Lead Chef

FLSA Status:

Non-Exempt

Salary Range:

10

Last Revised/Approved:

June 2025

Supplies and Equipment Management:

1. Ensure chefs maintain up to date kitchen supply inventory.
2. Coordinates equipment servicing and service contracts as needed.
3. Prepares orders for contracted food and kitchen supply vendors and approves local food, supply and equipment purchases followed established procurement procedures.
4. Arranges for distribution and food kitchen supply deliveries to designated sites.

Records Management:

1. Coordinate with the Operations Specialist to capture and enter health and nutrition data.
2. Maintains children's health records in Childplus to monitor medical and dental data, vision and hearing screenings, immunization status, results and follow-up treatment information.
3. Monitors injury reports to ensure child and staff safety.
4. Reviews health files monthly and arrange medical and dental follow-up with staff and families to meet program regulations.
5. Updates local health resource list for families annually.
6. Approves supply purchases as necessary within content area.
7. Reports health and nutrition information to Staff, Policy Council, and Board of Directors via the monthly report.
8. Ensures achievement of health outcomes and related data.
9. Coordinates monthly menus to meet Head Start Performance Standards and CACFP requirements with final approval by Nutrition Consultant.
10. Updates all program nutrition forms annually or as needed to ensure adequate program monitoring and compliance.

Personnel Management and Supervision:

1. Provides technical assistance and support for Early Head Start kitchen staff.
2. Consults with the CACFP monitor to provide technical assistance.
3. Plans and coordinates all nutrition and food service training held during annual pre-service.
4. Provides support and assistance to staff located in school sites as may be needed for meal service and nutrition components of programming.
5. Manages personnel actions, hiring, supervising, and annual evaluation of supervisees.
6. Manages personnel in accordance with applicable laws, rules, regulations and WCAP policies, protocols, practices and procedures.
7. Oversees appropriate training and/or professional staff development for direct reports.

Planning and Coordination:

1. Updates written nutrition and health plans and policies annually in collaboration with Health Advisory Committee, staff, Policy Council and WCAP Board of Directors,
2. Organizes and holds a Health Services and Mental Health Advisory Committee (HSMHAC) meeting at least four times a year.
3. Coordinates a minimum of two trainings for parents each year concerning health related issues and policies.
4. Approves for purchase health supplies and maintain a monitoring system for distribution of supplies to centers.
5. Issues medical and dental purchase orders for appointments, services or equipment when Head Start is acting as payer of last resort.
6. Keeps up to date on State and Federal regulations governing all aspects of the Head Start program relevant to this position.
7. Takes the lead role for content area specialty training for both staff and families.
8. Maintains working relationship with Consultants; updates MOU annually.
9. Participate in Maine State Health and Nutrition Coordinators groups.
10. Provides mealtime management and family style serving support and training to school site food service staff accordingly.

11. Collaborates with Management Team and School Food Service Directors to provide dietary/medical restrictions and/or substitutions for children as necessary and provide information/directions to appropriate staff.

Professional Growth and Development:

1. Maintains qualifications for this position as required by Head Start and state child care licensing regulations.
2. Attends professional development opportunities presented by Head Start or other professional organizations as appropriate.
3. Attends all regularly scheduled Head Start meetings, trainings and events including, but not limited to, team meetings, and WCAP staff days.

Leadership & Teamwork

1. Builds cooperative goals and relationships of mutual trust.
2. Works in collaboration with Agency staff to facilitate a team environment.
3. Demonstrates effective communication skills in building relationships with all employees and clients.
4. Collaborates with all partner agencies to assure effective communication processes across agencies.
5. Adheres to Agency policies in the use of computer technology and all telecommunication devices.
6. Performs light housekeeping duties in classroom and building as necessary.
7. Shares monitoring of voice and email systems.
8. Follows Code of Conduct.

Safety Coordination:

1. Conducts Health & Safety inspections at least four times during the program year.
2. Monitors classrooms for health and safety routines and compliance.
3. Conducts Pre-Service Health & Safety training for all department staff.
4. Assures completion of monthly safety inspections in partnership with the Management Team.
5. Assures First Aid and CPR training is available annually to Head Start staff and families.

Non-Essential Duties and Responsibilities:

1. Performs additional duties as assigned.

GENERAL EXPECTATIONS

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand and sit for prolonged periods of time; walk; use hands to finger, handle, or feel, including operation of a standard computer keyboard; reach with hands and arms and talk, see and hear; bend and reach; regularly lift and carry up to 35 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus. This work may also regularly require visits to early childhood classrooms and require the employee to stand; walk; sit and stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a business office setting and in early childhood centers. Noise level ranges from quiet to loud. Exposure to body secretions/fluids and blood borne pathogens. Assigned work may require travel within the local or neighboring communities. Evening and week end time may be required to meet program and/or organizational needs. Overtime may also be required to meet program and/or organizational needs and requires prior approval. State wide travel may be needed for meetings and or trainings.

QUALIFICATIONS NEEDED FOR POSITION

General Requirements:

- Must be able to pass a physical examination and TB screening.
- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance requirements.
- Valid Criminal Record History Check (CHRC) through DOE.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least three years of work experience in the health and nutrition field, preferably working with young children.
- Strong communication, organizational, observational, and meeting facilitation skills.
- Basic computer literacy skills.
- Familiarity with Head Start Standards.
- Strong written and verbal communication skills.
- Strong time management and organizational skills.
- Proficient skills in Microsoft Word, Excel and Outlook.

Education Requirements:

The following education requirements are considered essential:

- Bachelor's Degree in Nursing, Health Sciences, Human Development, or related field required.
- Licensed Registered Nurse preferred.
- CPR/ First Aid Instructor preferred.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

Employee Signature

Date

Supervisor Signature

Date