



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	456-1400-002	Last Revised:	5/25/2016
Position Title:	Health Manager	Department:	Qualla Boundary Head Start and Early Head Start
Reports to:	Early Education Director	Division:	Public Health and Human Services

Primary Function: Plans, directs, and administers a total health component including medical nutrition, mental health, and safety for pregnant women, infants, toddlers, and pre-school children according to established performance standards of the HS/EHS program. Manages health services to ensure all eligible children have maximum opportunity for health care services to achieve full developmental potential. Administers program monitoring and tracking system (ChildPlus). Serves as the link between direct service delivery and administration of Health Services.

- Job Duties and Responsibilities:**
- Plans and develops health service objectives by assisting with yearly comprehensive community assessment study and incorporating findings into program goals.
 - Provides direction to subordinates and provides approvals to carry out various plans and activities consistent with program goals, objectives, and regulations.
 - Reviews/monitors operating results, initiates and implements modifications as needed to ensure activities meet the needs and interests of participants.
 - Develops and writes grants for obtaining supplemental funds for services to pregnant women, infants, toddlers, preschoolers and their families.
 - Prepares health services status reports by collecting, analyzing and summarizing information.
 - Maintains an effective group through the selection, training, promotion, motivation, and evaluation of subordinates.
 - Prepares and performs CACFP paperwork and monitoring procedures.
 - Oversees the health and developmental screenings, for pregnant women and children ages 0-5, following up with referrals as required.
 - Works with other managers and serves as a positive role model on management team.
 - Steps up in place of Director when needed.
 - Reviews specified medical records to verify that proper documentation of screening permissions, physical exams and immunizations are current.
 - Collaborates with managers and directors for other departments to integrate services.
 - Ensures that each pregnant woman and family is enrolled with a medical service provider as an ongoing source of medical care.
 - Oversees the identification of nutritional needs of child and/or family. Seeks to develop corrective measures through menu planning, monitoring, USDA meal patterns, and provide staff training.
 - Oversees the services of mental health professionals that meet with pregnant women, parents and observes infants, toddlers, and preschoolers
 - Prepares and contributes information for HS/EHS newsletters, newspapers, community bulletins, etc.
 - Maintains contacts with parents through personal interactions, letters, phone, meetings, etc.
 - Cooperates with the Health Services Advisory Committee to develop collaborative efforts with community agencies/organizations in support of family empowerment as related to health services and practices.
 - Participates in activities for gaining financial support for program activities for home-based and center-based care for pregnant women, infants and toddlers and preschoolers enrolled at

HS/EHS.

- Serves as an advocate for all Cherokee children, birth to 5 years of age and for pregnant women.
- Plans and conducts Health Services orientation and training for staff as required. Acts as a mentor in cross training new staff in the understanding and implementation of HS performance standards.
- -Serves as the administrator of program tracking system for children and staff.
- Provides training to staff on implementation of children's records.
- Troubleshoots to maintain smooth operations of the tracking system.
- Responsible for updating program information on a yearly basis.
- Maintains staff access for security purposes.
- Serves as the primary contact to the ChildPlus company.
- Assists in classrooms when necessary, and serves as a bus monitor.
- Performs all duties as requested by supervisor.
- Must have CPR/First Aid as required by State regulations.
- Must have an annual physical.

**Education
/Experience:**

A bachelor's degree in Early Childhood Education or related field with training or work experience in a health related field is required. Previous work experience in progressively responsible child development or health management position of at least three years would be necessary to prepare for the job. Eighteen to twenty-four months within the position would be required to become proficient in most phases of the job.

Job Knowledge:

Must be familiar with the Head Start Performance Standards/regulations including disabilities. NC Child Care Licensing Regulations, applicable OSHA safety requirements, NC Health & Sanitation specifications, and USDA nutritional requirements for childcare facilities. Must have computer data base knowledge for implementing tracking information for the program. Must have manual dexterity, visual acuity, good eye/hand/foot coordination, and be able to speak and hear.

Environment:

Performs administrative duties in an office setting. Usually disagreeable conditions can be avoided or would be short in duration. Visits classrooms, homes, and other agencies. During home visits, the employee could be exposed to hazardous and/or dangerous situations.

**Extent of
Supervision:**

This position has overall supervisory responsibility for the early childhood health activities for personnel. Duties include preparation and administration of budgets, selection, motivation, conducting evaluations, and termination of employees, and establishment of long-range goals and objectives.

**Scope of
Supervision:**

Directly oversees ten subordinates whom are kitchen staff, health coordinator, disabilities service coordinator, behavior specialist, and health specialist.