

EASTERN IDAHO COMMUNITY ACTION PARTNERSHIP JOB DESCRIPTION

Position Title: Health and Nutrition Services Advisor
Department: Head Start/ Early Head Start Program
Supervisor: Head Start/ Early Head Start Director
Position Status: Full-Time/ Exempt
Starting Wage: \$19 to \$19.50 per hour, DOE
Last Reviewed: April 2023

POSITION SUMMARY

Coordinates, monitors, and ensures compliance of Health and Nutrition Services in the HS/EHS program. Provides training and support to center staff, and coordinates with central office team members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for monitoring and meeting all 45 and 90-day deadlines within the Performance Standards as they relate to health services.
2. Develop active working relationships with Health Districts and other providers of health services to coordinate health screenings for all children in the program.
3. Responsible for forming and working with the Health Services Advisory Committee (HSAC), ensuring its usefulness to the program.
4. Utilize appropriate system databases to ensure the program's health and nutrition records are complete and current through on-going quality control measures.
5. Develop a list of local health resources and support staff members in helping parents to access them. Assist staff members in linking families to an on-going health care system.
6. Learn the roles and requirements of center staff, in order to ensure compliance and meet training needs.
7. Provide training to staff, volunteers, children and parents on health-related issues and procedures. Must have demonstrated ability to train both adults and children utilizing different teaching methods for various styles of learning.
8. Ensure that whenever possible, health services and screenings are provided at a reduced cost to the program, including in-kind contributions from providers to the program.
9. Provide information, as requested, for the completion of reports and grants.
10. Coordinates program nutrition with cooks and registered dietician to develop appropriate menus.
11. Oversees the CACFP program and ensures compliance with all requirements.
12. Trains nutrition personnel in the requirements of their job and supports them in completion of production files.
13. Conducts and/or monitors annual staff and board training on CACFP/Civil Rights requirements as it pertains to them.
14. Ensure that appropriate kitchen licensing is maintained.
15. Frequent one on one in-person/e-mail/telephone contact with staff members, Head Start parents, and community health providers.
16. Participates in completion and routing of program applications.
17. Provide program reports to stakeholders when requested.
18. As an employee of EICAP, assume the responsibility of understanding the strategic goals and performance measures of the Agency.

19. Maintain strict confidentiality of client files and adhere to EICAP's policies, procedures and standards of conduct at all times.
20. Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
21. Exhibit a positive and professional attitude toward others, including parents, co-workers, community members, center visitors, and volunteers.
22. Complete other tasks, as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities expected of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- A bachelor's degree required
 - Health, Nutrition, or related field
- 2 years of experience in health field preferred
- Health Experience/Education required
- Managerial experience a plus
- Excellent oral and written communication skills
- Working knowledge of community resources and health care providers in the Head Start communities.

SKILLS and ABILITIES

- **Language Skills:** Must be proficient in English.
Ability to read and interpret general business procedures. Ability to write reports and business correspondence. Ability to communicate effectively in oral and written form. Ability to speak effectively before groups of clients, community members, or employees.
- **Mathematical Skills:** Ability to apply basic concepts of mathematics. Ability to calculate and apply figures and amounts such as fractions, percentages, and proportions to practical situations.
- **Reasoning Ability:** Ability to interpret and apply commonsense understanding in order to carry out instructions furnished in written, oral, diagram, or schedule form. Ability to solve practical problems and deal with a variety of work situations within the scope of the job.
- **Computer Skills:** Proficiency in Microsoft Office Suite and computer literacy regarding email, internet and program specific software and databases.

OTHER SKILLS and ABILITIES

- Knowledge of behaviors of children ages birth to five.
- Working knowledge of available community resources and Head Start Performance Standards.
- Ability to work at a rapid pace in a hectic environment.
- Ability to speak, write and understand Spanish is a plus.
- Must be able to occasionally travel outside of service area.

CERTIFICATES, LICENSES, and REGISTRATIONS

- Must have a valid Idaho driver's license.
- Reliable transportation with proof of current automobile insurance.

- Successful completion of a criminal background check.
- Physical exam and Tuberculosis (TB) screening required.
- Must possess current CPR and First Aid certification or be able to certify within 90 days of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee 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 must have adequate physical ability to move quickly in order to respond to active children that may need redirection to ensure their safety or the safety of others in the environment; is regularly required to sit, talk or hear; is frequently required to use hands to handle objects, and to stand, walk, and reach with hands and arms; also to stoop, kneel, bend, and sit on the floor.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 will be subjected to noise generated by children at work. He/she may occasionally work near moving mechanical equipment. Office machines, including computers, are a constant companion of the successful candidate for this position. The noise level in the work environment is usually moderate. The employee may occasionally be exposed to cleaning agents and bodily fluids; the incumbent must use universal precautions and appropriate personal protective equipment at such times.

Eastern Idaho Community Action Partnership is an EEO Employer.

My signature below indicates that I have read this job description and understand the requirements of the position and am able to perform the essential functions of the job as outlined.

Employee's Signature

Date