



## Job Description – Health & Nutrition Manager

Reports to:	Executive Director
Supervises:	Health & Nutrition Consultants
Exempt Status:	Exempt
Work Schedule:	Full-Time
Approved on:	

**Summary:** The Health & Nutrition Manager position supervises and supports health, nutrition and safe environments of the Bright Beginnings programs. The position is responsible for the full implementation and delivery of high quality, comprehensive services to children and families. The position must be well versed in the Head Start Performance Standards and Other Regulations, Child Abuse regulations and District of Columbia Municipal Regulations (DCMR).

### Essential Duties:

1. Responsible for the overall delivery of health, nutrition, and safe environment services.
2. Works with teaching staff and parents to develop Individual Health Plans for children.
3. Design health and nutrition related programs, projects, initiatives and activities.
4. Support nurse and dietitian consultants through various tasks assigned
5. Review and implement performance standards for health, nutrition, and safe environments
6. Build community partnerships with various community health organizations and agencies
7. Review and analyze all required health screenings (such as health screening, heights/weights, nutritional assessment, lead testing, tuberculosis, and immunization records) to develop Individual Health Medical Plans for children, if needed. Meet with parents to provide information on the status of health required screenings.
8. Provide information and support for various health related grants
9. Ensure the timely completion of department reports and documentation by maintaining accurate and up-to-date records in ChildPlus.Net.
10. Communicate with various vendors, grants and contractors (USDA, SNAP, etc.)
11. Perform data management and record keeping for health, nutrition and safe environments through ChildPlus.Net.

12. Maintain the overall health administration for children and families
13. Support kitchen staff with maintaining compliance standards and delivering special accommodations to children with various food allergies.
14. Oversee medication administration and tracking; ensures teaching staff are following all medication administration and tracking procedures.
15. Sets policies for emergency preparedness, inclusive of fire drills, tornado procedures, earthquake drills, acts of terrorism and civil unrest. Coordinates the implementation of procedures through regular drills.
16. Administers the annual Health & Safety Screener to ensure safe environments; creates corrective actions when needed and provides to the Executive Director for review and approval.
17. Coordinates the Health Services Advisory Committee by recruiting parents and community representatives; keeping agendas and minutes, and shares information with the Policy Council and Board of Directors regarding Health Services Advisory Committee.
18. Work collectively with all departments to maintain a safe and healthy work and learning environment for all children and staff
19. Assist parents as needed with identified resources needed to obtain prescribed medications, equipment and/or dental conditions.
20. Review and review the health protocol manual annually.
21. Participate in professional development of staff.
22. Assumes lead responsibility for setting policies, procedures and written plans for Health, Nutrition and Safe Environments.
23. Complete and submit required monthly reports to the Executive Director through HMIS, ChildPlus.Net and the End of Month Report to the Head Start Enterprise System (HSES). Analyze data for trends, patterns and needs of family outcome data for monthly reports, parent training, and advocacy activities.
24. Participates in the annual self-assessment.
25. Maintain confidentiality of information at all times.
26. Attends all trainings, staff meetings, and case management meetings as required.
27. Other duties as assigned.

**Qualifications:**

1. Master's degree preferred in health field, either in nursing, public health, medical, or related field. Baccalaureate degree in similar fields with at least five years of experience can be substituted for the Master's degree.
2. Must have the ability to work effectively with a wide variety of parents from diverse economic and ethnic backgrounds.
3. Ability to read and write in English.
4. Must maintain training and professional development credits current.
5. Spanish – speaking and writing preferred, but not required.

6. Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing.
7. Ability to travel locally and to out-of-state meetings.
8. Must demonstrate flexibility in work settings, maturity of judgment and ability to work collegially.
9. Some evening and weekend work may be required.
10. Must have the ability to maintain a cooperative, diplomatic working relationship with co-workers, supervisors, families and the community.
11. Strong computer skills with expertise in Windows-based programs, such as the Microsoft Office Suite.
12. Documentation of Tuberculin-free condition and health screening on an annual basis.

**Physical Demands:**

- Be able to lift 25-50 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear and speak.
- Be able to raise objects from a lower to higher location or moving objects horizontally from one location to another.
- Be able to sit for extended periods of time in front of a computer.

**Employee Acknowledgment:**

The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at anytime. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Bright Beginnings is strictly on an at-will basis.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE