



## Job Vacancy Notice

**Position: Health Coordinator – Tri-County Area located in Little Falls**

**Hours: 32-40 Hours/Week      Posting Date: June 15, 2010**

### JOB SUMMARY

The Health Coordinator manages the Health Services for the Early Head Start and Head Start programs. The Performance Standards 1304, 1305, 1306, 1308 and 1310 identify the range of services that they are responsible for including screening and assessment, medical, dental, and mental health services; health education; and ancillary health services and procedures related to program operation. The Health Coordinator will supervise/mentor staff, train staff and parents, and ensure program standards are met. The Health Coordinator will be responsible for developing community partnerships that will improve health outcomes for families enrolled in the Early Head Start and Head Start programs. The Health Coordinator will support policy made at the Federal, State, and Local level regarding program operations.

### PRIMARY RESPONSIBILITIES

- \*Coordinate Early Head Start and Head Start health functions in collaboration with community agencies.
- \*Supervisor and evaluate health staff.
- \*Provides/conducts training for staff in the areas of first aid/CPR and on OSHA regulations.
- \*Provides/conducts training for staff in SID's Prevention/Shaken Baby Syndrome.
- \*Develops education materials for parents on topics like prenatal health care, breast feeding, injury prevention, oral health, nutrition, substance use, transportation safety etc.
- \*Ensures all health screening and assessment and follow up are done in accordance with Federal, State and Local requirements

### QUALIFICATIONS

- \*Four year degree in health related field - Registered Nurse or Public Health Nurse License in the State of Minnesota preferred
- \*Two years of on the job experience working with children and parents.
- \*One year of experience providing work direction to staff.
- \*Knowledge of program and agency direction, mission and goals.
- \*Demonstrated ability to understand and communicate ideas effectively both orally and in writing in English and the language spoken by clients they are work for.
- \*Demonstrated ability to maintain data privacy and confidentiality.
- \*Demonstrated ability to work well with diverse population.
- \*Must be able to lift 50 pounds.
- \*Must pass initial and random background studies.
- \*Knowledge of Windows based systems

Applications may be obtained by contacting: Janet Chaffee, TCC at 2410 Oak St, Brainerd, MN 56401 or calling 218-829-2410 Ext. 9508, Fax: 218-829-0494 Email: [janet.chaffee@tccaction.com](mailto:janet.chaffee@tccaction.com). A TCC application must be completed and returned to be considered for the position. Applications and resumes must be received by 4:30 pm on Tuesday, June 29, 2010.

*The above statements are not to encompass all functions and qualifications of the position; rather, they are to provide general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.*

*TCC is an EOE/ADA/AA employer.  
501 LeMieur Street  
Little Falls, MN 56345*