



## EHS Health Coordinator

<b>Position Title:</b>	EHS Health Coordinator
<b>Program:</b>	Early Head Start
<b>Location:</b>	Takoma Park, Maryland
<b>Supervisors:</b>	Early Head Start Director

### ESSENTIAL DUTIES

- Work with the Early Head Start Director and other program staff in planning, coordinating, overseeing, implementing, and monitoring a comprehensive health services program that includes medical, dental and nutrition services in accordance Head Start Program Performance Standards and other federal, state and organizational guidelines.
- Provide guidance to program and parents on children's health issues to include assistance with the assessment of health and immunization status, identification of follow-up needs, communicable disease identification and notification, and access to community health care resources.
- Develop, implement, and update the policies, plans, and procedures for the Health and Nutrition services area and train staff and consultants on their use.
- Continue to improve monitoring system already in place for compliance with safety and health standards and licensing requirements Identify, present, and promote current best practices related to prenatal care and infant and toddler health and nutrition.
- Coordinate with community providers to ensure compliance with EPSDT standards of periodicity and protocol for children enrolled in the Early Head Start program.
- Coordinate and/or provide EPSDT screening to enrolled children on an as-needed basis within established state and federal guidelines.
- Coordinate access to prenatal and post-partum care for pregnant women enrolled in the Early Head Start program.
- Assist Early Head Start Director and other staff in developing, implementing, and evaluating interagency agreements and contracts to assure the provision of appropriate comprehensive health and nutrition services for enrolled pregnant women, children and families.
- Evaluate and make referrals to local health providers for children and families needing or requesting health service. Document services and follow-up with families to ensure services are obtained.
- Assist home visitors and family support workers in linking families to an ongoing health care system to ensure continuity of comprehensive health care. Ensure that all children have a dental home by the age of three.
- Conduct monthly health and safety inspections of classrooms, including but not limited to checking first aid kits and monitoring sanitation protocols, and provide onsite technical assistance.
- Coordinate and/or conduct health assessments of pregnant women and children in the home base program that may be experiencing persistent health problems and/or potentially communicable diseases.



- Conduct visits with all pregnant women and postpartum mothers within two weeks after the child's birth to assess overall health of the mother and baby.
- Assist child development, home base, and nutrition staff in conducting nutritional screenings, coordinating nutritional assessments, interpreting nutrition assessment data, modifying menus for children with special dietary needs and/or allergies, and accommodating special dietary requests in coordination with the CentroNía Nutrition Department
- Provide nutrition counseling for families and promote good nutrition habits among children and families.
- Work with child development staff to integrate health and nutrition education activities into the classroom and home base curriculum.
- Provide and/or coordinate training for staff and parents that promotes preventive health services and early intervention and includes information on Bloodborne Pathogens, CPR, and First Aid
- Provide and coordinate on-going training and technical assistance to teachers, other staff, and parents to increase their understanding of prenatal and fetal development, post-partum issues, breastfeeding, and typical and atypical infant and toddler development.
- Work with other management staff to ensure that all developmental, health, and nutrition screenings are completed and that any needs for additional assessment or resources are identified and followed up on according to performance standards.
- Develop and maintain a resource library to disseminate materials and information to staff and enrolled families regarding health care resources and local medical and dental services.
- Organize and manage a health fair annually to increase access to health services for our families.
- In conjunction with the Early Head Start Director lead the Health Services Advisory Committee comprised of parents and representatives from the local health care field and facilitating their meetings at least three times per year.
- Develop relationships with local providers and agencies to increase community awareness of the EHS program and its requirements.
- Participate in interdisciplinary team meetings, case review meetings, and IFSP meetings to assess children's health status and develop care plans for follow-up services, as required.
- Participate in annual agency-wide self-assessment and assist program staff in developing and implementing corrective action plans as needed.
- Establish and assist staff in maintaining an organized and accessible record keeping and filing system that ensures the confidentiality of program, staff and client information.
- Input data and maintain system up to date in COPA (Child Outcome, Planning and Administration) information system.
- Prepare and provide timely and accurate written reports, memoranda and other statistical and narrative information as required or requested.
- **Perform other duties as assigned by the Early Head Start Director**

## REQUIRED EDUCATION/EXPERIENCE:

### Preferred:

- A Registered Nurse (RN) or a Bachelor's degree from an accredited university in Nursing with a valid DC license. Experience working with local agencies and knowledge of resources in the DC area.
- Bilingual in English and Spanish highly preferred.

### Required:



- A Bachelor's degree in Nursing, Social Work, Public Health, Health Administration or Management, or other health-related degree.
- Three to five years' experience working with pregnant women, infants, and toddlers and their families or equivalent is required.
- Experience working effectively with families from various cultural and socio-economic backgrounds especially families with limited English proficiency.

### Other Requirements:

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. The following codes are used to explain the frequency of physical activity:

"F" for frequently; "O" for occasionally; "N" for not at all

### On the job the employee must be able to carry/lift loads of:

(F) Light (up to 25lbs.) (F) Moderate (25-50lbs.) (O) Heavy (over 50lbs.)

### On the job the employee must:

(F) Bend (O) Sit (F) Squat and Kneel (F) Stand  
(F) Crawl (F) Walk (O) Climb (F) Push/Pull  
(F) Handle objects (Manual Dexterity) (O) Reach above shoulder level  
(F) Use fine finger movements

### Working Conditions:

Office located within a community-based organization with a safe, stable and healthy environment. CentroNía has a very diverse staff, and Spanish/English bilingualism is essential to conduct business and serve clients.

### To Apply:

Please submit your resume and cover letter; indicating the position you are applying to:

CentroNía  
Attn: Human Resources  
1420 Columbia Road, NW,  
Washington, DC 20009  
[centroniajobs@centronia.org](mailto:centroniajobs@centronia.org)  
Fax (202) 745-0154

*"Educating children and strengthening families, in a bilingual, multicultural community."*  
CentroNía is an equal opportunity employer.