
	Health, Safety, Nutrition Coordinator Employee Job Description / Physical Requirements and Potential Hazards	
Supervisor: ECS Director FSLA Status: Exempt 25.26 / hour Full time & Benefits COVID vaccination required	Effective Date: 7/1/2020 PC Approval: 6/28/16; 7/25/18; 4/30/2020 Revised by/date(s) TL 4/30/2020	EEOC code: L & I code: 5308

ESSENTIAL JOB FUNCTIONS:

The Health, Safety, Nutrition Coordinator is responsible for managing, planning, implementing and evaluating comprehensive health/dental, environmental safety and nutrition programs for children and their families enrolled in the Olympic Community Action Programs Early Childhood Services. This position involves extensive record keeping, organizing, problem solving, and time management. It also involves interpretation and communication of complex regulations, health data and terminology. Extensive interaction with children, staff, parents and the larger community is required.

Responsibilities

1. Ensures that all enrolled children are up to date on a schedule of age appropriate preventive and primary care within 45 days of the child's entry and as services become due. Works collaboratively with staff and parents to arrange any needed medical, dental, or nutritional examinations and immunizations.
2. In collaboration with parents and other staff, develops a written follow-up plan and arranges re-screening, further diagnostic testing, examination and treatment for each child found to have medical, dental or nutritional problems. Assists parents, as needed, with identifying resources to obtain prescribed medications, aids, or equipment for medical and dental conditions.
3. Obtains informed signed parental consent and release of information for all health, dental and nutritional services provided to children by the program or contracted service providers; encourages parental presence and participation at these health services; and, informs parents in writing of the results of all services.
4. Identifies health, dental, emergency and nutrition service resources within the community; ensures all these services are included in the Health Resources Notebooks; and, helps parents, as needed, in securing a source of accessible health care for their families.
5. In close communication with the Director, negotiates and develops written agreements and/or contracts with service providers making vigorous efforts to assure that OlyCAP is the dollar of last resort, seeking to obtain free and reduced-price health services whenever possible.
6. Secures the services of a qualified Nutrition Consultant to support the program's nutrition services and develops a written contract for the nutritionist's services; secures and keeps on file the nutritionist's credentials; orients the consultant to duties and the population served and coordinates the schedule of the nutritionist's visits ensuring at least 3 visits per program year at each classroom.
7. In consultation with service area experts and in collaboration with other staff, plans and delivers or secures group and individualized training for staff and parents on health, dental, nutrition and environmental safety topics. Provides staff with technical assistance in the performance of their jobs as they relate to these service areas.
8. Develops written health, environmental safety, sanitation, food service and emergency policies and procedures ensuring compliance with local and state regulations, with appropriate director, coordinator, consultant, staff, parent, board, Health Advisory Committee and grantee participation and approval. Ensure these policies and procedures are carried out including scheduling required drills, conducting required safety checks and monitoring all other provisions.
9. Monitors ongoing health status and needs of enrolled children by ensuring the completion of daily health checks, the administration of medications per the agency policy and doctor's orders, and the implementation of the program's short-term Exclusion and Readmission policy.
10. Meet regularly with other coordinators and managers to share information and coordinate efforts to implement program standards.
11. Maintain professional working relationships with federal, state, county, and city health, and dental

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health organizations. Seek consultation and assistance from other community organizations or groups, as needed.

12. Organizes and facilitates the activities of the Health Advisory Committee; ensures that the membership is composed of health professionals and parents and that it meets two times per program year.
13. Review and monitor health and dental data tracking to identify health services performed or yet to be done, follow-up needed and/or completed.
14. Monitor establishment and maintenance of individual health and dental records to ensure that they are complete, current and confidential. Review files for all program children to ensure compliance with performance standards.
15. Document mealtime observations and confer with Child Development staff. Provide observation reports and make recommendations to supervisor.
16. Prepare monthly health and nutrition report for Program Director.
17. Complete and report in-kind contributions on a monthly basis.
18. Provide ongoing supervision of the Cooks and Kitchen Aides. With the assistance of the Nutrition Consultant, monitors the implementation of menus, recipes and Meal Service policies.
19. Manage and maintain records for the Child and Adult Care Food Program and annual agreement.
20. Provide health and nutrition focused pre-service and in-service training.
21. Identify health, safety and nutrition training and technical assistance needs of staff. Provide or conduct identified training for program staff and families.
22. Ensure the integration of health education into the curriculum and daily activities of the children.
23. Support the compliance of Washington State minimum licensing requirements.
24. Maintain records in compliance with minimum licensing requirement, program standards and policies.


JOB EXPECTATIONS FOR ALL POSITION

Work Environment:

1. Maintain confidentiality.
2. Report suspected child abuse and neglect, working in conjunction with Family Service Coordinator.
3. Promote and ensure active parent involvement in the program.
4. Demonstrate ability to work with a variety of people from various socioeconomic, educational, and experiential backgrounds.
5. Develop and maintain accurate records in accordance with program policies and procedures.
6. Promote and follow current program health and safety practices.
7. Participate in development and implementation of center and program's codes of cooperation.
8. Have knowledge of and be responsible for information contained in the program calendar and personal work schedule.

Program:

1. Carry out goals, policies and activities designed to implement program objectives and performance standards.
2. Maintain clear communication with program/center staff members to ensure overall improvement and development.
3. Set goals and develop ways to improve program quality.
4. Identify resources to meet the needs of the families.
5. Participate in the conduct of community needs assessments.
6. Serve as liaison between families, center, and community and grantee administration.

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7. Be an active participant on a program committee.
8. All staff will be required to participate in program activities outside their normal work hours and scheduled workdays.

Professional Development:

1. Participate in pre-and in-service training.
2. Develop and maintain positive attitudes toward personal development and on-going training.
3. Develop and individual performance/growth plan (with assistance from peers and supervisor).
4. Document trainings and other professional development activities in professional portfolio.

KNOWLEDGE SKILLS AND ABILITIES:

1. Ability to learn independently and problem solve.
2. Ability to work with people of diverse social economic backgrounds.
3. Ability to maintain confidentiality.
4. Demonstrated skill in using and teaching conflict resolution and negotiation skills.
5. Intermediate computer skills.
6. Knowledge of labor laws.
7. Excellent communication skills.


QUALIFICATIONS:

1. B.A. or B.S. in nursing, health, public health or maternal child health and four years' experience in health-related field, two of which are dealing with families and children.
2. Knowledge of child and family health care which includes preventative, early intervention, health maintenance practices.
3. Experience in working with people from diverse socioeconomic and educational backgrounds.
4. Successful experience in supervising staff.

ADDITIONAL REQUIREMENTS:

1. By employment date, provide proof of a negative TB skin test or equivalent
2. By employment date, provide proof of MMR vaccination or measles immunity.
3. By employment date, satisfactory results from the criminal background check, as required by the Child/Adult Abuse Act.
4. Prior to date of hire, obtain a Portable Background Check through MERIT.
5. By employment date, provide copies of State driver's license, insurable driving record, and proof of current auto insurance.
6. Complete BBP, CAN, licensing orientation, center orientation, safe sleep, and disaster preparedness training prior to being with program children and families.
7. Within 30 days of employment date, obtain a health exam verification.
8. Within 30 days of employment date, obtain a Food Handler's Permit.
9. Within 90 days of employment date, obtain First Aid and hands-on Adult/Child CPR cards.
10. Within 90 days of employment date, complete required Child Care Basics course or equivalent.

Grade Level ECS 39, 40 hours per week, varies weeks per year

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PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.


NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)


F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				X	
Walking				X	
Standing				X	
Running		X			
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level		X			
Climbing (e.g. ladders)		X			
Driving cars, light duty trucks				X	
Driving heavy duty vehicles		X			
Using foot controls			X		
Repetitive motion of hands/fingers				X	
	NA	NE	O	F	C

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	NA	NE	O	F	C
Grasping with hand, gripping			X		
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds		X			
Lifting/carrying more than 50 pounds		X			
Pushing/Pulling		X			
Work in/exposure to inclement weather		X			
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites			X		
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases		X			
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)		X			
Exposure to electrical current	X				
Seeing objects at a distance					X
Seeing objects peripherally					X
Seeing close work (e.g., typed print)					X
Distinguishing colors					X
Hearing conversations or sounds					X
Hearing via radio or telephone				X	

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	NA	NE	O	F	C
Communicating through speech				X	
Distinguishing odors by smell		X			
Distinguishing tastes		X			
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings	X				
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			
Other:					
Other:					

Other physical or mental requirements of this position that have not been addressed above?

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

Employee Signature

Date