



Head Start Job Description

Title: Health/Nutrition Coordinator

Qualifications: Bachelor's Degree in Nursing, Health Administration, Nutrition, or related field. At least 2 years of experience working with pre-school children. Experience with Microsoft 365, WORD, EXCEL, and POWERPOINT. Ability to manage database systems. Must pass Criminal Background Check and Child Protective Service registry. Must have and maintain valid Driver's License and satisfactory driving record. Must be willing to travel locally and overnight.

Reports To: Program Services Team Leader

Supervises: Health Managers and Nutrition Managers

Duties and Responsibilities

- Collaborate with parents, staff, and community partners to promote children's health and well-being by providing medical, oral, nutrition and education support services that are understandable to individuals, including individuals with low health literacy.
- Design and implement nutrition services that are culturally and developmentally appropriate, meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities.
- Promote effective oral health hygiene by ensuring all children with teeth are assisted by appropriate staff, or volunteers, with teeth brushing.
- Coordinate and maintain a Health Services Advisory Committee that includes Head Start parents, professionals, and other volunteers from the community.
- Will conduct/coordinate Individual Health Plan meetings and address concerns with parents and staff.
- Conduct/ensure completion of Health and Safety Checklists on a regular basis, for each classroom.
- Counseling individual parents when necessary regarding the nutritional needs of their child (children), obesity, allergy concerns etc.
- Provide support in Health and Nutrition to Early Head Start children and staff.

- Ensure that families obtain medical/dental ongoing health care; resource information, health care coverage; and maintain EPSDT and Immunization schedules for children.
- In consultation with a Registered Dietician, develop, review, and approve menus.
- Assist in the development and monitoring of the Child and Adult Food Program and Head Start budget for Health and Nutrition.
- Review and analyze food service cost.
- Orders/purchases food, supplies and kitchen equipment for all Head Start sites.
- Coordinate/Monitor health, nutrition, and safety training requirements for staff, parents and children.
- Annually review and revise Job Descriptions as needed and approved by the Head Start Director.
- Ensure that child and family data and Personal Identifiable Information (PII) is kept confidential according policies and procedures.
- Provide services to all eligible customers without regard to race, sex, color, religion, national origin, disability or sexual orientation.
- Other duties as assigned by supervisor and/or Head Start Director to ensure that Nutrition and Health services are carried out in accordance to HRCAP, local, state, and federal regulations.

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. You can also visit: www.hrcapinc.org to print an application and mail to P.O. Box 37, Newport News, VA, 23607. You can also email your resume to hrcapresume@hrcapinc.org

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