

**BETHEL HEAD START, INC.
1461 MAIN STREET
BUFFALO, NEW YORK 14209**

JOB DESCRIPTION

Job Title: Health Supervisor
Department: Head Start Administration
Reports To: Assistant Director
FLDA Status: Non-Exempt
Salary Level: HS Wage Scale
Spvr. Resp.: Yes
Prepared By: Assistant Director
Prepared Date: 7/10/03

QUALIFICATIONS:

One of the following: B.S. Degree in Nursing and NYYS Registered Nurse's license with two years experience in public health and/or school health; preferably working with low income children and families or R.N. from accredited Nursing School and NYS Registered Nurse's License with two years of health related experience. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

The candidate must be able to perform each essential duty satisfactorily. Good knowledge and aware of current nursing principles and techniques; good knowledge of child and family health care which includes preventive, early intervention and health maintenance practices.

Ability to follow technical, oral and written instructions; ability to speak clearly, write and document legibly and possess basic computer skills. Must be able to lift children up to 40 lbs. Ability to access transportation and travel to sites throughout Erie County. Position may require out-of-town travel.

GENERAL STATEMENT OF DUTIES:

To supervise; to educate children and families on health care which includes preventive, early intervention and health maintenance practices; to train staff

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties and responsibilities include the following and any other duties as assigned by the Assistant Director:

- Assess and review all physicals and dentals of children, make recommendations for follow-up to private physician or Head Start health clinic.
- Identify, interpret and document problems, needs and responses of children in their records.

- Coordinate linkage between physician and family. Link the child and family into an on going health system.
- Maintain confidentiality of records and information.
- Supervise health clinic staff
- Coordinate program presentations and provide educational and/or resource information for staff and parents pertaining to health.
- Provide oversight for health screenings as needed (BP's, height, weights, visions)
- Provide oversight for implementation and completion of the NYS Immunization Surveys to YSDIOH (New York State Department of Health)
- Attend Service Area meetings and Health Advisory meeting
- Coordinate and provide oversight for Health Advisory Committee
- Meet regularly with the Assistant Director and Supervisory team
- Assist and consult with Food Service Manager and Registered Dietician
- Submit monthly health reports and compile PIR data.

APPLICATION REQUIREMENTS

Completion of the Bethel Head Start, Inc. application form including submission of official college/university transcripts and submission of three professional references within a specified time period after application is required.

All persons hired for positions in Bethel Head Start must pass a physical examination, receive acceptable SCR clearance and be free of criminal conviction for crimes against children (misdemeanor and felony).

Fingerprinting required.

Bethel Head Start, Inc. is an Equal Opportunity Employee

I have received and reviewed the above job description

Signature

Date

up-dated
7/10/03
Re-formatted 8/18/04