



TRIBAL PERSONNEL DEPARTMENT

JOB TITLE: **Health, Safety & Nutrition Coordinator**
SUPERVISOR: **Head Start Director**
LOCATION: **Zaasijiwan Head Start**
POST DATE: **January 2, 2019**
CLOSING DATE: **January 15, 2019**

General Description: The primary responsibility of this position is to ensure program compliance in the areas of Health/Safety and Nutrition as outlined in the Head Start Performance Standards. This position is responsible for conducting health assessments and follow ups.

Qualifications. Licensure or certification as a health professional. Health related educational background may also qualify. Training or experience in public health, nursing, health education, maternal and child health or health care administration.

Salary: \$16.25-26.25 per hour/ Dependent upon qualifications.

How to Apply: Submit your application for employment, transcripts and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Exempt Position Description

A. TITLE OF POSITION: Health, Safety & Nutrition Coordinator

B. DEPARTMENT: Zaasijiwan Head Start

C. SUPERVISOR'S TITLE: Head Start Director

D. D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to ensure program compliance in the areas of Health/Safety and Nutrition as outlined in the Head Start Performance Standards. This position is responsible for conducting health assessments and follow ups. The position also assists with planning and provides input into program activities. Specific responsibilities include but are not limited to the following:

1. Ensure the program provides high quality health, oral health, mental health, and nutrition services as required by the Head Start Program Performance Standards.
2. Maintain program data on child screenings, assessments, immunizations, and other health related activities in accordance with program requirements.
3. Obtain determinations as to whether program participants have access to ongoing, continuous healthcare and are up to date on a schedule of age appropriate preventative and primary medical and oral health care, based on; the well child visits and dental periodicity schedules prescribed by Early and Periodic Screening and Diagnosis and treatment program of Wisconsin, immunizations recommendations issued by the Centers for Disease Control and Prevention, and any additional recommendations from the local Health Services Advisory Committee that are based on prevalent community health problems.
4. Keep parents informed of observations and concerns about their child's health, mental health and follow ups as needed.
5. Maintain good relationships and communication with appropriate community agencies.
6. Ensure coordination of the Health Services Advisory Committee to obtain input for developing goals and objectives to ensure health, mental health, nutritional needs of enrolled children and families.
7. Assist with coordination of program Child Find and child Wellness promotion activities.
8. Establish/implement policies and procedures to respond to medical, dental, health, and safety emergencies, including those related to disasters. Share and communicate emergency response procedures with staff and families as required.
9. Maintain adequate health supplies.
10. Provide written and oral information to staff on communicable disease, and other early childhood health related topics.
11. Promote and coordinate health, safety, and nutrition education activities for children, families, staff and stakeholders as required.
12. Assist with menu planning and adaption as needed. Share information with appropriate staff to ensure health/safety/nutrition information is used to individualize child and family activities.
13. Work with appropriate stakeholders to develop, update, and or revise Health and Safety Policies meeting the Environmental Health codes, Policy Council/Tribal Council

approval as stated in Head Start Performance Standards. This includes but is not limited to procedures for fire/tornado/lockdown drills in collaboration with LEA.

Grants/Contract Administration:

- Maintain an effective record keeping system for child and family records, specifically with information in the areas of health/safety/nutrition.
- Collaborate with other staff and community agencies to provide quality services for children and families for health/safety/nutrition.

Program Management and Monitoring:

- Participate in program planning and reporting activities including Monthly, Semi-Annual, and Annual reports, Annual Self-Assessment, Community Surveys and Assessments, professional development planning, and budget and grant preparation.
- Ensure health/safety/nutrition information for each child and family cumulative file is complete prior to enrollment and updated as needed.
- Provide orientation to volunteers and substitutes as needed.
- Coordinate with Early childhood Development Manager for transition plans for children leaving the program, specific to health/safety/nutrition including those children with special needs (IEP/IFSP related activities).
- Provide health/safety /nutrition information and education to staff and program participants as necessary.
- Monitor tracking systems to assess child health status and engage in follow up activities to ensure program compliance.
- Implement Tribal and Head Start Policies and Procedures.

Communication:

- Participate in management and staff meetings.
- Establish cooperative and collaborative working relationships with community agencies.
- Ensure confidentiality is maintained.
- Conduct regular formal and informal presentations to parents, staff, Tribal Council and community groups to provide information, ensure collaboration and promote advocacy.

E. POSITION RELATIONSHIPS:

1. **Internal:** Occasional contact with employees and management staff of the organization with Zaasijiwan Head Start and Early Head Start Program.
2. **External:** Frequent contact with the general public, parents and other agency staff.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Head Start Director

H. EDUCATION: Licensure or certification as a health professional health related educational background may also qualify. Training or experience in public health, nursing, health education, maternal and child health or health care administration.

I. EXPERIENCE:

- Knowledge of local culture, community resources and how to access and collaborate.
- Strong interpersonal and organizational skills, including the ability to work as part of a team, communicate effectively both orally and in writing, receive and provide feedback and manage discussions in meetings.
- Experience in the use of management information systems.

J. SKILLS:

- Manage multiple tasks and prioritize for effective completion.
- Ability to maintain confidentiality.
- Work cooperatively with staff and families of varying economic, social. And ethnic backgrounds.
- Assist with the development of educational and instructional materials related to health/safety/and nutrition.
- Establish and maintain high quality standards of behavior.
- Maintain professional competence and certification through continuing education and professional development activities.
- Participate in wellness curriculum development programs.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Normal school/office environment, and family homes.
2. **Exposure to Hazards:** No exposure to air borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors; exposure to wet and/ or slippery surfaces. Exposure to blood-borne pathogens and communicable diseases; and lifting, carrying and moving work related supplies.
3. **Physical Requirements:** Physical demands of lifting 50 pounds, balancing, bending, climbing, crouching, kneeling, reaching and standing.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Health, Safety & Nutrition Coordinator to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, consultants, providers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Physical examinations required prior to employment and annually thereafter, to rule out communicable disease; Negative TB test required within 30 days of hire. Preference for current and former Early Head Start and Head Start parents. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURE:

Tribal Administrator **Date**

HR Director **Date**

Manager **Date**

Employee **Date**