



## Hampton Roads Community Action Program

2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

### POSITION ANNOUNCEMENT

**Position:** Health Manager

**Location:** Southside

**Component:** Head Start

**Qualifications:** Bachelor's Degree or an Associate's Degree in Health Services, Administrator a related field with at least two years of experience. A vehicle to utilize while working in the field, as well as a valid Virginia Driver's License. A physical, CPS and criminal record check, required at the time of Employment and thereafter as required by Head Start policies and procedures.

**Duties:** Complete all necessary graphs and BMI, for Head Start children. Counsel individual parents when necessary regarding the nutritional needs of their child(ren), obesity, allergy concerns, etc. Attend management team meetings and will provide information regarding Health service area upon request for: Director, local, funding source, with promptness. Review and revise annually, Service Plans; under advisement/approval of the Director. Attend trainings/conferences as needed. Keep accurate, up to date records; and will ensure documentation will be accessible on a need to know basis. Assist in establishing Community Partnerships to ensure and/or improve the quality of health services for children and families. Assist families in obtaining: a medical/dental ongoing health care; resources information, health care coverage; and/or maintaining EPSDT and Immunization schedules for children. Collaborate with Case Managers in ensuring medical/dental follow-up and preventive health care for Head Start children. Assist in coordinating health/safety training for staff, parent and children. Coordinate classroom activities relevant to health and safety with teaching staff. Conduct/ensure completion of Health and Safety Checklists on a regular basis for each classroom. Conduct/coordinate Health Advisory Board Meetings at least 3 times per year. Conduct/coordinate IHP meetings and address concerns with parents and staff. Maintain health records of all Head Start/Early Head Start employees and volunteers; will notify staff of health follow-ups. Input, maintain, and monitor Health data in the approved child data tracking system. Maintain First Aid/CPR and MAT certifications.

**Salary:** \$37,017 - \$39,042; 40 hours per week with benefits.

**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](http://www.hrcapinc.org) to print an application and mail to P.O. Box 37, Newport News, VA, 23607.

**Closing Date:** Applications accepted until position is filled.