



# Hampton Roads Community Action Program

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

## Hampton Roads Community Action Program Head Start/Early Head Start Program

### Health Manager

#### Job Description

**PURPOSE OF POSITION:** To assist in the oversight of Health Services to children, families, and staff.

**SUPERVISOR:** Health Coordinator

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#### **QUALIFICATIONS:**

##### **Preferred:**

Bachelor's Degree or an Associate Degree in Health Services Administration or 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.

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#### **The Health Manager will assist the Health Coordinator to:**

- 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. Will serve on the Multi-Disciplinary Team (MDT); provide health information on children for MDT team and the staff.
- Assist in coordinating health/safety training for staff, parent and children.
- Coordinate classroom activities relevant to health and safety with teaching staff.

- Make/receive periodic phone calls to/from health providers regarding medical needs of children.
- Collaborate with family services staff, transportation services and health providers to conduct medical/dental clinics.
- Ensure classroom First Aid Kits are complete and will assist with ordering health and safety supplies.
- 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.
- Other duties as assigned by Health Coordinator/Director.