

Health/Mental Health/Nutrition Coordinator

DISTINGUISHING FEATURES OF THE CLASS

The *Head Start Health/Mental Health & Nutrition Coordinator (H/MH & N)* serves the Niagara Falls City School District's Head Start operations in the content area of health, nutrition and mental health. The coordinator ensures fidelity to the health, mental health, nutrition service requirements of the Head Start Program Performance Standards and other applicable state and federal regulations.

The Head Start Health/Mental Health and Nutrition Coordinator works under the direct supervision of the Head Start Administrator and provides content area expertise and oversight in the area of Health, Mental Health and Nutrition services on an ongoing or regularly scheduled basis to all NFCSD Head Start/Early Head Start programs. The H/MH, & N coordinator is responsible for developing and implementing health/mental health and nutrition services in compliance with all Federal Head Start Standards. These activities include the monitoring of child care sites to ensure that all enrolled children maintain current physicals and up to date immunizations, including vision and hearing screenings, along with dental exams. In addition, the Health Coordinator is responsible for the development and implementation of an ongoing training and health education program for all the EHS/HS sites.

The *H, MH & N coordinator* leads the development of the strategy for health, nutrition and mental health and guides its implementation across all Head Start programs. The *H/MH & N coordinator* monitors health/mental health and nutrition service delivery and provides training, technical assistance, and other continuous quality-improvement measures to address variances, irregularities, and/or non-compliances with implementation. The *H/MH & N coordinator* ensures that Head Start and Early Head Start health/mental health and nutrition services comply with the Head Start Program Performance Standards and other State and Federal regulations and that those services are administered across all NFCSD Head Start centers in the highest quality with consistency and uniformity.

TYPICAL WORK ACTIVITIES

Health, Nutrition and Mental Health Services implementation

- Oversees systemic approaches to health, nutrition and mental health across all programs, rooted in the National Health and Safety Performance Standards Guidelines for Early Care and Education Program's Caring for our Children (CFOC) and recognized best practices.
- Ensures participation of local Health/Mental Health and Nutrition professionals and organizations in the establishment and maintenance of Health Services Advisory Committees (HSAC) to support children's healthy development as outlined in Section 1302.40(b) of the Head Start Program Performance Standards (HSPPS).
- Ensures participation of local Health/Mental Health and Nutrition professionals in program planning activities, including self-assessment process, T/TA opportunities, and the development and/or revision of program policies and procedures.

- Ensures programs integrate health, nutrition and mental health services with education-, disability-, and parent engagement/family support services.
- Assists programs with the preparation of health, nutrition and mental health service goals and objectives for program grant applications.
- Cultivates a culture of child safeguarding across programs, guiding and monitoring the implementation of active supervision techniques to ensure that there are no incidences of child maltreatment including children being left alone, unsupervised, and/or abused in any way.
- In partnership with program level counterparts, monitors the overall impact of the performance of health, nutrition and mental health support services contractors across programs to ensure compliance with Head Start regulations and the NFCSD's program goals; makes recommendations for improvements, when needed.
- Makes determinations about the professional development needs of health, nutrition and mental health staff across programs and coordinates the implementation of appropriate and effective training/coaching experiences that are responsive to the needs of program staff and, as appropriate, contracted partners.
- Works in collaboration with the NFCSD's Administrator of Food Services to ensure that Head Start food service delivery and monitoring are in compliance with CACFP, Head Start Performance Standards, and State and Federal Regulations.
- Consults with and calls upon the expertise of the NFCSD Nurse Practitioner, CACFP Nutritionist, Mental Health and other health professionals, as needed, to ensure HSPPS are meeting met.

Staff Capacity Building

- Coaches program-level counterparts on reflective supervision techniques for use with their direct reports.
- Coordinates the development and implementation of appropriate and effective professional development and training and technical assistance/coaching experiences that are responsive to the needs of education staff of NFCSD's Head Start programs and, as appropriate, contracted partners.
- Builds the capacities of program level staff in the areas of Health, Nutrition and Mental Health to provide high-quality health, oral health, mental health, and nutrition services that are developmentally, culturally, and linguistically appropriate and that will support each child's growth and school readiness.
- Builds the capacities of program level staff in the areas of Health/Mental Health and Nutrition of NFCSD's Head Start program to support the successful implementation of the health and wellness curricula and recognized best practices in early care and education through reflective and relationship-based practices and guidance that include weekly/bi-weekly meetings and remote and onsite training and technical assistance.

Program Monitoring

- Monitors child health status and care data – performing trend analysis within and across programs – to ensure regulatory compliance and consistency of high-quality service delivery. Provides regular reports to Head Start Program Administrator that capture data

about programs' child health status on Early and Periodic Screening, Diagnostic and Treatment (EPSDT); Individualized Health Plans; age appropriate Developmental Screenings; progress on achieving health outcomes for children and expectant mothers and a scope of health support services administered.

- Analyze data to ensure high quality and to prevent non-compliance.
- In partnership with program level counterparts, monitors the implementation of the health, nutrition and mental health services.
- In partnership with program level counterparts, monitors the overall impact of health, nutrition and mental health support services across programs (including the services provided through contractors/consultants) to ensure compliance with Head Start regulations and NFCSD goals; makes recommendations for improvements when needed.
- Monitors to ensure health, nutrition and mental health support staff regularly collaborate with parents as partners in program activities.
- Reviews and analyzes program data sources in order to develop ideas for program improvement where applicable.
- Monitoring reports, and other sources of child health outcomes and environmental health and safety data.
- Monitors to ensure that teaching staff have regular communication with parents regarding their child's growth and development, feeding patterns, strengths, and interests.

Other duties as assigned

- As part of the Head Start Program Leadership Team, participates in program wide activities that include, but are not limited to, program planning, self-assessment, community assessment, prepare funding applications, developing and/or revising policies, procedures, forms and plans.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- Registered Nurse with Bachelor degree in health, nutrition or mental health related field or Associates degree OR
- Licensed Practical Nurse
- Minimum of two years management experience in health services
- Experience with monitoring and data analysis
- Knowledge and experience in the philosophy and practice of Head Start/Early Head Start (or comparable child development programs)
- Experience working with culturally and socio-economically diverse families and children
- Knowledge of Head Start Program Performance Standards and Head Start Act
- Experience in managing programs in data-managed or data-sensitive environment
- Ability to work with families from a strength-based approach