



Child Health Coordinator

GENERAL DUTIES

The Child Health Coordinator is responsible for assisting the Child & Family Services Managers in the planning, monitoring, and implementation of health and nutrition systems and services. Under the direction of the Child & Family Services Manager, the Child Health Coordinator also assigns tasks, provides resources, coordinates referrals, and offers support to Family Advocates.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Participate in recruitment of children and expectant families.
- Meet with the Child & Family Services Managers, the Family Support Team, and community partners as needed to carry out responsibilities.
- Coordinates staff assignments and duties in the absence of the Child & Family Services Managers.
- Support the Family Support Team with case management, transition, and staffing for implementing services to HS/EHS children and families.
- Assist in conducting and facilitating staff meetings and trainings and updating manuals in regards to health services and policies and procedures.
- Conduct file audits and provides appropriate feedback to staff.
- Represent CCHS/EHS positively with businesses and community agencies.
- Work collaboratively with agency staff, program partners, and community agencies to provide comprehensive delivery of child development, family support, and referral and crisis intervention services to families.
- Maintain and respect the confidentiality of families, staff, and program.
- Support parents in obtaining and maintaining their children's health records.
- Support Family Advocates in helping families obtain and maintain medical and dental homes.
- Coordinate and promote parent training and educational activities in areas such as health, nutrition, and child safety.
- Accurately document, enter, and monitor health, dental, and nutrition information in the agency's database system.
- Conduct and document follow up on health and nutrition related referrals to ensure the needs of children and families.
- Submit monthly health, nutrition, and dental reports to Child and Family Services Manager.
- Coordinate and assist in conducting hearing & vision screenings for newly enrolled HS/EHS children.
- Coordinate nutrition screenings and referrals with the HS/EHS Nutrition Consultant.
- Coordinate applicable blood screenings for enrolled HS/EHS children.
- Comply with Head Start Performance Standards, DCFS licensing standards, DCFS mandated reporting requirements, and all other local, state, and federal regulations.
- Comply specifically with Head Start Program Performance Standards regarding health, nutrition, and dental care services and practices.



- Participate in the development and revision of the policies and procedures involving health, safety, and nutrition.
- Provide parent consultation and coordinate care between parent/staff/physician as needed.
- Participate in Professional Development experiences including participating on program quality improvement and evaluation committees.
- Use available technology to increase efficiency, maintain accurate up to date records and reports.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, CHARACTERISTICS AND ABILITIES

- Bachelor's degree in nursing, community health, social work, or related field with 3 years direct service experience.
- Must meet all requirements for childcare staff as defined by the Illinois Department of Children and Family Services.
- Must obtain and maintain hearing and vision screening certification.
- Must obtain certification in First Aid and CPR within 6 months of start date.
- Must be able to travel to meetings, families' homes and other program sites.
- Must possess strong skills in the use of common office software for word processing, spreadsheets and databases. Ability to learn the use of web-based systems.
- Must be at least 21 years of age with a valid driver's license, car and insurance.
- Must be able to communicate professionally (written, verbal and listening) with individuals and groups at all levels both internally and externally.
- Experience working with low-income families and diverse populations.
- Willingness and ability to learn and practice leadership skills.
- Ability to prioritize and handle emergency situations.
- Knowledge of Head Start and other agency rules and regulations preferred.
- Develops a working knowledge of community resources and visits community health partners on a regular basis.
- Training or course work in early childhood health, nutrition, and safety including knowledge of the current EPSTD/Medicaid guidelines for the state of Illinois, blood screenings, and dental care.
- Respect for family and staff confidentiality.
- Respect for the principles of EEO and ADA.

ESSENTIAL FUNCTIONS

For any program option and/or event, the ability to:

- observe participating children and/or families
- observe staff job performance
- conduct safety audits
- travel to meetings, training, service delivery, and other work sites
- provide necessary emergency response to children, families, and/or staff
- sit/stand at a desk 70% of workweek
- travel 15% to 20% of workweek
- lift and carry screening machines averaging 30 pounds



- lift and carry a child averaging 35 pounds in an emergency situation at a site
- work weekends and evenings on occasion

COMPETENCIES

- Relationship Building
- Needs Assessments
- Problem Solving/Analysis
- Project Management
- Communication Proficiency
- Public Speaking
- Decision Making
- Ethical Conduct
- Time Management
- Crisis Intervention

WORK ENVIRONMENT

- Primarily climate controlled with minimal safety/health hazard potential
- Bending
- Occasional lifting (overhead, waist level)
- Noise level is typically quiet with minimal sound distractions from conversation, doors opening and closing
- Frequent near-vision use for reading and computer work

DISCLAIMER

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.