



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Champaign County Regional Planning Commission POSITION DESCRIPTION

Position Title: Child Health Coordinator
Reports To: Child and Family Services Manager
Supervises: NA
FLSA Status: Exempt

Position Purpose:

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.



Early Childhood Education Program

1776 E. Washington St. Urbana, IL 61802
P 217.328.3313 F 217.328.2426
TTY 217.384.3862 CCRPC.ORG



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- 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.



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- 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:

- At a minimum, bachelor's degree in nursing, community health, social work, or related field with 3 years direct service experience.
- Must be at least 21 years of age with a valid driver's license, car and insurance.
- If not already possessing, must obtain and maintain Illinois Department of Public Health Hearing and Vision Screening Technician License.
- Knowledge of Head Start and other agency rules and regulations preferred.
- Previous experience with culture management and inclusion initiatives preferred.
- Previous experience with recruitment, staffing, and operations management preferred.
- Experience working in an early childhood setting preferred.
- Experience working with diverse populations preferred.
- Respect for the principles of Equal Employment Opportunity and Americans with Disabilities Act.
- Must meet all requirements of Illinois Department of Children and Family Services.

Essential Functions:

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

- align with the vision, mission, and values of the organization
- use oral and written communication, and interpersonal and management skills necessary to effectively supervise staff, relate to children, families, and community agencies
- adhere to the bargaining unit contract
- work in a fast-paced work environment



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- adjust to change frequently
- work independently and meet strict deadlines
- learn the Head Start and other agency rules and regulations within three months.
- effectively engage participating children and/or families
- coach staff
- manage projects
- work weekends and evenings as needed
- make decisions based on developmentally appropriate practices and trauma informed care
- solve and analyze problems
- self-reflect on performance and services
- manage time to meet deadlines, work duties, and work schedule
- utilize a computer and data programs to meet program requirements
- conduct classroom observations
- complete health and safety assessments of the facility
- monitor program operations
- lead trainings and meetings
- travel to meetings, home visits, training, service delivery, and other work sites
- provide necessary emergency response to children, families and/or staff
- complete 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.
- develop a working knowledge of community resources and visits community health partners on a regular basis.
- sit, stand, and walk 80% of workweek
- travel 20% of work week
- lift and carry a child up to 50 pounds



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Work Environment:

- Working with children is physically and emotionally demanding work, requiring patience and energy. Most likely experience children with challenging behaviors, which includes physical and verbal aggression, daily.
- Occasional adjustments of office/classroom furniture
- Primarily climate controlled with minimal safety/health hazard potential
- Occasional bending, squatting, pushing, pulling, lifting, carrying and/or moving up to 50 pounds
- Noise level may fluctuate depending on visitors within the office or centers
- Frequent near-vision use for reading and computer work
- Travel to meetings, trainings, and other work sites

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.

Approved by Policy Council: March 25, 2019

Signature of Employee

Date



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