



## HEALTH/MENTAL HEALTH/DISABILITIES COORDINATOR JOB DESCRIPTION

**Reports To:** Education Director

### **Job Summary:**

The Health/Mental Health/Disabilities Coordinator oversees the implementation and compliance of the health, mental health, and disabilities aspects of the program. The individual works in unison with the Education Director, teachers, social work personnel, and others to ensure all areas of need are addressed for the children and their families.

### **Essential Duties and Responsibilities:**

- Coordinates the health, mental health, disabilities, and safety services of one (1) or more Centers.
- Attends meetings and trainings as required by the grantee and other funders.
- Ensures compliance with health, health and safety, disability, and mental health sections of the Head Start Performance Standards at designated program sites.
- Assists parents in scheduling medical, dental, and mental health services for their child.
- Provides information to parents on current health, mental health, or disability programs available for children.
- Establishes partnership agreements with health, mental health, and disabilities providers for designated sites
- Thoroughly reviews each child's application and enrollment documents for any sign(s) of existing health, mental health, or disabilities concerns identified by a professional or parent; and/or indicators of a potential concern which requires follow up.
- Follows Policies and Procedures for addressing known medical, mental health, or disability conditions.
- Works closely with the health, mental health, and disability professionals at the grantee level and MDCPS to ensure the delivery of services to children requiring follow up services.

### **Health**

- Ensures compliance with Health and Safety sections of Performance Standards.
- Ensures the active involvement of parents in the planning and implementation of health and safety services.
- Conducts Height/Weight and Growth Assessments as required by Head Start and submits documentation to Nutritionist for review.
- Submits procurement and invoice requests for health and safety goods and services, to the Chief Financial Officer.



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- Implements and maintains a data tracking system for all required health screenings.
- Dietary concerns confirmed by a physician are referred to the Nutrition Coordinator for proper communication of the special need. Dietary needs confirmed by parent must follow applicable guidelines for resolution. Once confirmed, the special need is referred to the Nutrition Coordinator for proper communication.
- Meets with parents of children diagnosed with asthma and other medical needs.
- Provides information to families on recommended actions that may help to control the health concern and/or avoid health concerns.
- Adheres to the required time table to address and comply with initial Health related assessments of speech, hearing, vision, height and weight charts, as well as their entry into each child's folder and into the ChildPlus Tracking System.
- Ensures that each child has a medical home.
- Ensures that health education is provided to children and documented in the lesson plans.
- Assists families in obtaining dental services for their child.
- Provides information on the importance of maintaining good dental hygiene to children, parents, and staff.
- Provides information and training on the importance and the benefits of frequent hand washing to prevent illnesses.

### Disability/Mental Health

- Directs and monitors Head Start disability services. Track referrals, follow-up, evaluations, re-evaluations, and all relevant meetings.
- Meets with parents, teachers, Education Director, interns, and medical professionals, if deemed necessary, in the best interest of the child.
- Attends conferences and meetings for professional development.

### Child Safety and Wellness

- Monitors the implementation and compliance of the Wellness Curriculum in the classrooms.
- Ensures compliance of the Head Start Performance pertaining to Child Safety: to include postings of proper emergency procedures, first aid kits, safety drills, and medication administration systems.
- Regularly observes classrooms to ensure proper sanitation and hygiene activities are maintained within an acceptable level.



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- Monitors all program facilities and playgrounds to ensure compliance with the Health and Safety, Health and Developmental Services, and Mental Health sections of Head Start Performance Standards.
- Works closely with Education Director regarding classroom and/or health curriculum concerns.
- Works closely with Health/Mental Health/Disability Assistant, Social Workers, and Assistant Director on all other concerns.
- Encourages teamwork and cooperation at all times. - Other duties as assigned.

**Skills and Abilities:**

- Ability to prepare, complete and comprehend complex, technical narrative and statistical reports of program documents.
- Ability to work under minimal supervision.
- Ability to work independently and follow-through on assigned tasks.
- Excellent organizational skills to meet demanding timelines.
- Ability to communicate clearly, concisely and persuasively both orally and in writing.
- Ability to relate to a wide range of organizations and individuals relative to issues affecting the delivery of comprehensive health services for children and families.
- Technical skill and knowledge at a level to successfully complete required accurate tracking, reporting, and documenting of all health information.
- Strong interpersonal skills.
- Organizational skills.
- Ability to maintain all confidentiality requirements

**Computer Equipment and Software Requirements:**

- Microsoft Office Suite
- ChildPlus

**Experience/Training/Requirements:**

- Minimum of a Bachelor's Degree in Science, Nursing, Health Administration, Social Work, Psychology or related field from an accredited university.
- Level 2 Background Screening

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential



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functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature