

## **JOB SPECIFICATIONS**

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| <b>JOB TITLE:</b>    | <b>Nurse</b>                              |
| <b>REPORTS TO:</b>   | Deputy Director for Program Services      |
| <b>SUPERVISES:</b>   | Health Advocate                           |
| <b>SALARY RANGE:</b> | <b>\$52,108.00 - \$60,320.00 annually</b> |

**SUMMARY OF JOB:** The Nurse is responsible for management of the Child Health, Dental and, Safety and Nutrition service areas for the TCA Head Start and Early Head Start services. The Nurse is responsible for ensuring that Head Start Programs develop and implement systems and procedures for the delivery of quality health and nutrition services. The position also ensures compliance with Head Start performance standards as well as local, state and federal regulations.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Assists with planning, coordinating, implementing and evaluating the health and nutrition service plans, systems and procedures
- Develops written health, environmental safety, sanitation, food service and emergency policies and procedures ensuring compliance with local and state regulations, with appropriate director, consultants, staff, Policy Council, board, HSAC and grantee participation and approval.
- Ensures compliance with Head Start performance standards as well as other local, state and federal regulations, to ensure health, health and safety and nutrition standards are met.
- Contributes to the development of the Delegate and Partner Agencies Annual Plan, program proposals and Community Assessment, as requested.
- Monitors and follows up on health and nutrition status of children in the grantee, service systems and outcomes to ensure high quality and individualized services are delivered for children and families.
- Build alliances with community health and nutrition stakeholders in order to create interagency linkages.
- Provides training and technical assistance to staff based on assessment of health, health and safety and nutrition service area needs
- Has primary responsibility for supervising the Health Advocate.
- Ensures follow-up on service area-related recommendations.

- Monitors health, nutrition, health and safety and dental services and records, including data at Delegate Partners programs and documents all findings.
- Organizes and facilitates the activities of the agency's Health Services Advisory Committee (HSAC); ensures that the Committee membership is composed of all required professions and parent representation and that it meets at least twice a year.
- Conducts regular health coordinator/consultant/designee meetings and trainings with delegate and partner health staff.
- Perform other duties as assigned and reasonably within scope of duties listed above.

**REQUIRED SKILLS AND ABILITIES:**

- Knowledge of health and nutrition related services to the community
- Ability to learn and implement Head Start Performance Standards, and state and local licensing requirements
- Knowledge of Department of Health and Nutrition regulations
- Ability to adapt professional expertise to the needs of Head Start and Early Head Start staff
- Ability to communicate and work with diverse families and professionals; ability to guide staff in obtaining positive nutrition, health and safety, medical and dental results
- Ability and willingness to work in a program located in a high-risk, low-income community.
- Proven ability to function as a leader, as well as a team member and able to manage multiple projects.
- Ability to exercise discretion in handling confidential information and materials. Ability to communicate and respond in a manner that consistently demonstrates respect and concern for self and others.
- Must have excellent organizational skills and proven ability to work within prescribed timelines.
- Must have excellent written and verbal communication skills.
- Must be able to travel to Grantee, Delegate and Partners sites.
- Intermediate knowledge of computer applications, word-processing software in a Windows environment and ability to learn and master other computer technology /software as needed.
- Must be able to work well with all levels of the agency personnel and partners

**PHYSICAL DEMANDS OF JOB:** Must be able to talk, hear, sit, stand, walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl and lift and/or move items of up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust and focus.

**EDUCATIONAL AND WORK EXPERIENCE REQUIREMENTS:**

Registered Nurse, preferably pediatric nurse or RN with experience working with young children. 3 years of experience in health/nutrition administration for young children. LPN with 5 years experience working with young children. Knowledge of young children's food requirements according to Head Start Performance Standards, Health

Criminal background clearance and a physical examination and TB test are required as condition of initial employment and continued employment. Current driver's license, car, and required liability insurance.