

Clarksville/Montgomery County Community Action Agency  
Head Start Program

**Job Description**  
**Child Service Manager-Health and Nutrition**

**Policy Council Approval:** \_\_\_\_\_

**Reports to:** Child Service Manager reports directly to the Head Start Director.

**Service Key Result Areas:**

1. Child Health and Development
2. Health and Safety

**Requirements:**

- **Education:** Bachelor of Science or Bachelor of Arts Degree in Health, Nutrition, Nursing, Health Administration, Nurse Practitioner, Healthcare, Dietitian, or a related field.
- **Experience:** Experience working with low-income families and experience in personnel management, design and organization. Experience in child health and development and health and safety required.
- **Skills:** Excellent verbal and written communication, record keeping and monitoring skills. Computer skills are highly desired and excellent leadership abilities.
- **Knowledge:** Knowledge of child development and health, and community resources. Knowledge of federal, state and local laws and requirement relating to licensure.
- **Ability:** Administrative ability, develop and implements policies, procedures, and plans, ability to plan a system of monitoring and evaluation of service areas and staff

**Responsibilities:**

- To ensure that Registered Dietitian makes sight visits.
- Ensure that all requirement and laws are followed according to federal, state and local licensure.
- Responsible for organization, administration, implementation and coordination of all Health, Health and Safety, and Nutrition.
- Responsible for recruiting members, organizing and conducting regular meeting of the Health Advisory committee.
- Performs advocacy function with social agencies and other professionals in order to obtain family needed services.
- To ensure needed contracts and agreements are secured for appropriate service areas.
- To ensure that needed recommendation is made for service area budget line items.
- To ensure all policy/procedures and plans are in place for each service area.
- To ensure the tracking, reporting, and monitoring of all children's health and wellness is maintained and ensure the accuracy of ChildPlus software system.
- Responsible for making periodic monitoring visits to centers to assess progress in the content areas of health, safety, and nutrition.
- Review menu prepared by the Registered Dietitian.
- Attend Child Adult Care Food Plan training.

- Ensure that information regarding each child's special diet is sent to the Registered Dietitian.
- Complete Nutrition Screenings.
- Confirm that all children's allergies are posted in classrooms and Registered Dietitian is notified for meal planning purposes.
- Monitor meal production sheets.
- Make sure all classrooms have required meal time equipment (bowls, dishes, spoons, etc.)
- Monitor food invoice.
- Cancel meals when necessary.
- Ensure all Employees are certified in CPR and First Aid.
- Train all teachers on Health and Safety Curriculum.
- Complete monthly management report and submit to Director.
- Ensure compliance of sanitation procedures.
- Monitor and ensure child injuries are documented.
- Ensure individualization of health services for all children.
- Develop partnership agreements with community health organizations, public health department, public and private institutions.
- Assist in budget preparation and recommend allocation of funds for health and equipment.
- Maintain confidentiality of all records and information for staff, children, and families.
- Participate in professional development, training, workshops, and in-service.
- Conduct Health Advisory Committee Meetings.
- Conduct monthly health meetings with Family Service staff.
- Ensure health information forms are completed and collected during initial home visits by Family Service staff.
- Consult with teachers with regard to sick children.
- Conduct parent training.
- Assist with grant writing and self-assessment process.
- Train on proper oral hygiene.
- Order and distribute medical and dental supplies.
- Ensure all tornado kits are complete and updated.
- Conduct tornado drills 2 times per year.
- Conduct yearly training on blood borne pathogens, sanitation, and receiving, storing and dispensing medication. EPI pen training.
- Enter treatments and follow-up in the Child Plus data system.
- Conduct monitoring visits (health, nutrition, and safety) to all centers on a monthly basis.
- Will do 3<sup>rd</sup> Person bus check.
- Will assist in the classroom.
- Will ride the bus as bus monitor.
- Will assist families.

**Physical Requirements:**

**Strength**

- Standing – up to 25%
- Walking – up to 25%
- Sitting – up to 75%
- Lifting – up to 40 lbs
- Carrying – up to 40 lbs
- Pushing – up to 40 lbs

**Reaching**

- Handling – 60% or more
- Fingering – 60% or more
- Feeling – 60% or more
- Eye-Hand Coord. – 60% or more
- Foot-Hand-Eye Coord. – 60% or more

**Climbing**

- Stairs – less than 20%

**Communicating**

- Ordinary – 60% or more

**Hearing**

- Ordinary – 60% or more

**Stooping**

- Kneeling – 60% or more
- Crouching – 60% or more
- Turning/Twisting 0 60% or more
- Bending at Waist – 60% or more

**Seeing**

- Acuity: Near – 60% or more
- Acuity: Far – 60% or more
- Depth Perception – 60% or more
- Accommodation – 60% or more
- Field of Vision – 60% or more

**Working Area**

- Inside – 95% or more of the work day
- Outside – 5% of the work day

**Temperature**

- Changing Temperature – between 20-60%

**Atmospheric Conditions**

- Odors – between 20-60%

**Noise**

- Noise Level – less than 20%

**Protective Clothing or Personal Devices** – less than 20%

**Mental Requirements:**

- Understand and carry out oral instructions- 60% or more
- Read and carry out simple written instructions 60% or more
- Read work orders, scrap tickets, job lot tickets, graphs, logs, schedules 60% or more
- Read and carry out complicated instructions 60% or more
- Prepare detailed records or reports such as inventory records, receiving reports, operating logs, lab analyses, quantities, etc. 60% or more
- Estimate size, form, quality or quantity of objects 60% or more
- Count, make simple arithmetic additions, and subtractions 60% or more
- Plan own work activities 60% or more
- Plan work activities of others 60% or more
- Direct work activities of others 60% or more
- Coordinate work activities of others 60% or more
- Train other workers 60% or more
- Work alone 60% or more
- Work as a member of a team 60% or more
- Work without supervision 60% or more
- Work with minimum amount of supervision 60% or more
- Work under pressure 60% or more
- Work rapidly for long periods 60% or more
- Work on several tasks at the same time 60% or more

- **All offers of employment are contingent upon clear results of a thorough background check, drug/ alcohol test and the approval of Head Start Policy Council.**
- **All employees must meet qualification standards that are job related and consistent with business necessity and must be able to perform the essential functions of the job with or without reasonable accommodations.**
- **The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**
- **This document is not intended to create a contract, nor is it to be construed to constitute contractual obligations of any kind or a contract of employment between CMCCAA and you.**
- **CMCCAA is an Equal Opportunity Employer and hires without regard to race, color, sex, age, disability, or national origin. This job description is not intended to be all-inclusive; employees may perform other related duties as necessary to meet the needs of the organization.**

**ACKNOWLEDGMENT:**

I, \_\_\_\_\_, have received a copy of the job description for my position, and I have read and understood the contents therein.

\_\_\_\_\_  
Employee Name (Print)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date