

## **JOB VACANCY**

**POSITION: HEALTH COORDINATOR**

**LOCATION: 227 E WASHINGTON BLVD**

**HOURS: 7:30AM-4:30PM, MON-THUR, 7:30AM-11:30AM, FRI (additional hours as required)**

**SALARY RANGE: \$22.34 – \$27.01 PER HOUR**

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### **JOB DUTIES**

1. Develop, implement, and monitor a Health program for children, families, and staff of Brightpoint Head Start/Early Head Start.
  2. Coordinate with the Health Assistant, Home Visitors and Family Advocates in the implementation of the functions of the health component.
  3. Develop a list of local health resources, a system to use these resources, and establish a close working relationship with local providers through contractual agreements or volunteer services as appropriate.
  4. Responsible for monitoring and evaluating children's health records.
  5. Responsible for coordinating children's health screenings.
  6. Develop policies and procedures for responding to medical and dental emergencies and concerns.
  7. Develop cooperative working relationships and provide support to other staff members in achieving program goals.
  8. Assist families in assuming the primary responsibility for their own health care by linking them to an on-going health care system.
  9. Collaborate with the Health Services Advisory Committee in the planning, implementation, and evaluation of the Head Start Health component to ensure that services for families are available and accessible.
  10. Responsible for completing required program reports.
  11. Fulfill and comply with the Head Start Act, all Head Start regulations, federal, state, and local regulations, contractual agreements, and funding guidelines.
  12. Attend and participate in meetings, trainings, and conferences as required.
  13. Performs other related duties as requested by the Children's Health Manager.
  14. Assist in the implementation of and assure adherence to Brightpoint Personnel Policies, Fiscal Procedures, EEO/AA requirements, and other established rules of the workplace.
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### **SKILLS AND QUALIFICATIONS**

1. Registered Nurse (RN) or Licensed Practical Nurse (LPN) with a current Indiana license. Or, a Bachelor's Degree in a related Health field such as Public Health, Maternal and Child Health, or Health Education. Experience with young children ages 0 -5 is preferred.
  2. At least one (1) year related work experience.
  3. Strong written and verbal communication skills.
  4. Computer skills needed including Outlook, Word and Excel knowledge.
  5. Ability to work with minimal supervision; self-motivated, attentive to detail, well organized, dependable, productive, and functions well under deadlines and multiple priorities.
  6. Ability to relate well with individuals from a variety of socio-economic backgrounds, particularly low-income.
  7. Ability to maintain the confidentiality of communications and records.
  8. Must be able to obtain certification in CPR and First Aid within 6 months of hire.
  9. Must possess a valid driver's license and have access to dependable transportation. Must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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**DATES FOR INTERNAL POSTING: 9/16/21 TO 10/15/21**

**TENTATIVE DATES FOR EXTERNAL POSTING: 9/16/21 TO 10/15/21**

**APPROXIMATE DATE FOR POSITION TO BEGIN: 10/22/21**

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**FOR FURTHER INFORMATION, CONTACT HR DEPARTMENT, EXT. 206 OR 213  
APPLICATIONS ACCEPTED – 227 E Washington Blvd, FORT WAYNE, IN  
8:00 A.M. – 5:00 P.M., MONDAY – THURSDAY, OR 8:00 A.M. – 11:00 A.M., FRIDAY  
OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org)**