

POSITION: **Health Coordinator**

HOURS: part-time, 1560/hours per year

SALARY RANGE: \$30.26/hour

JOB DUTIES:

The Health Coordinator is responsible for planning, producing, coordinating, and monitoring the functions necessary to ensure a comprehensive health program that is in compliance with Child Care Licensing Regulations and Head Start Performance Standards.

- Coordinate with Health Assistant and Family Advocates in the implementation of the functions of the Head Start health component.
 - Assist children/families with available local community health resources.
 - Monitor and evaluate children's health records. Create weekly and monthly reports to follow up.
 - Work with physicians and clinics to receive health results to comply Head Start regulations.
 - Perform hemoglobin and lead testing, as needed, after sending out and collecting permission forms.
 - Assist families with on-going health and dental care.
 - Maintain a Health Services Advisory Committee and collaborate with them to ascertain how to best serve the Head Start families.
 - Work with families and doctors to create health plans for children with chronic health issues so Head Start staff is knowledgeable on how to adequately care for children.
 - Work with physicians and parents regarding food allergies and substitutions. Ensure proper paperwork is on file regarding food allergies and create/distribute health plans according to child's needs.
 - Comply with the Head Start Act, all Head Start regulations, federal, state, and local regulations, contractual agreements and funding guidelines.
 - Implement Brightpoint Values at all times.
 - Maintain confidentiality of communications and records.
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SKILLS AND QUALIFICATIONS:

- 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 aged 3-5 is preferred.
 - Minimum of one (1) year related work experience.
 - Strong written and verbal communication skills.
 - Computer skills in Word, Excel and database entry.
 - Ability to work with minimum supervision; self-motivated, attentive to detail, well organized, function well under deadlines and multiple priorities.
 - Ability to relate and interact effectively with individuals from a variety of socio-economic backgrounds particularly low-income.
 - Become certified in CPR and First Aid within twelve (12) months of hire.
 - When driving for CANI, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
 - When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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FOR FURTHER INFORMATION, CONTACT HUMAN RESOURCES DEPARTMENT, EXT. 206 OR 213

Applications accepted at 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 mybrightpoint.org