

<b>POSITION</b>	<b>NURSE—AGENCY</b>
<b>CLASSIFICATION</b>	Non-Exempt/Full-Time
<b>COMPENSATION</b>	Level D
<b>SUPERVISORY CONTROL</b>	Health/Nutrition Coordinator
<b>SUPERVISION EXERCISED</b>	N/A
<b>SUMMARY of RESPONSIBILITIES</b>	
Oversee and carry out the Health/Nutrition services within all programs of SUMCD, as required by Head Start, Pre-K Counts, and other funding sources and in accordance with SUMCD policies and procedures.	

## QUALIFICATIONS

<p><b>EDUCATION &amp; EXPERIENCE:</b>  <b>Required:</b> RN or LPN degree/credential</p> <p><b>Preferred:</b> 1 year's experience in pediatrics, public health, home health or related field.</p>	<p><b>KNOWLEDGE &amp; SKILLS Required:</b></p> <ul style="list-style-type: none"> <li>• Effective English communication skills verbally and in writing including both expressive and receptive skills</li> <li>• Problem solving skills and ability to work well with others</li> <li>• Manage repetitive instructional tasks such as observations/assessments.</li> <li>• Maintain professional boundaries with other employees and with children/families.</li> </ul>
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## GENERAL EXPECTATIONS

1. Have an interest in and concern for children and their families.
2. Follow policies and procedures of the organization.
3. Consistently report to work on time prepared to perform duties of position.
4. Support agency mission and program philosophy.
5. Maintain confidentiality.
6. Maintain a positive and respectful attitude.
7. Use agency computer system to complete duties.
8. Attend and make use of training opportunities.

## DUTIES AND RESPONSIBILITIES

1. Assist in implementing the Health/Nutrition program services, including medical, dental, and nutrition subparts.
2. Assist in coordinating health services with all other program services.
3. Maintain children's health records.
4. For Head Start, Early Head Start, Pre-K Counts, and other state/federally funded programs, as required:
  1. Assist families with a medical and dental home.
  2. Support and educate families in the use of routine and preventative health services for their children.
  3. Arrange for follow-up health care where indicated.
  4. Schedule home visits as needed to provide health education to families.
  5. Provide transportation to children and families in agency or personal vehicle as needed.
5. For parents enrolled in Early Head Start:
  1. Coordinate prenatal education and support services for pregnant parents.
  2. Provide support and education services through home visits during the 8-week period following the birth of the child.
6. Assist in coordinating the annual Health Services Advisory Committee meeting with the Health/Nutrition Coordinator.
7. Assist in implementing the Child Abuse Plan in cooperation with the Health/Nutrition Coordinator and Family Community Engagement Director.

Assist cooks in ensuring all meals meet CACFP requirements with EHS Socialization Days.

9. Schedule and coordinate lice checks and health screenings.
  1. Coordinate and provide appropriate training for staff and parents in areas of health and nutrition.
  2. Be familiar with all current program regulations, policies, and legislation in the field of health and nutrition.
  3. Perform administrative responsibilities or other duties as delegated.

## **PHYSICAL FUNCTIONS**

In order to carry out the essential functions of this position, the employee must be able to perform the following physical functions without any health restrictions: stand and walk for 30 minutes continuously; run for 2 minutes continuously; sit in adult chairs for 60 minutes continuously; sit in child size chairs for 30 minutes continuously; sit on the floor for 30 minutes continuously; squat, kneel, and bend frequently and continuously; push up to 30 pounds on flat surfaces; lift and carry 30 pounds; reach to shoulder height; balance for unpredictable environment with obstacles; climb up and down stairs; hear and see within normal ranges; work indoors in temperatures between 60 – 90 degrees; outside temperatures between 25 – 95 degrees; finger dexterity to be able to write, type, manipulate toys, cooking activities; exposure to noise which is typical in a classroom setting; drive a vehicle.

## **MENTAL REQUIREMENTS**

Effective English communication skills verbally and in writing, including both expressive and receptive skills.

Creativity in service delivery of family services along with team management and coordination.

Effective time management.

Mental flexibility.

Child behavior management which supports learning in a relaxed, calm environment.

Effective adult learning approaches and techniques.

Judgment which results in sound decisions.

Data analysis and accurate reporting skills.

Computer software skills

Initiative and resourcefulness in meeting job requirements and objectives.

## **EMOTIONAL REQUIREMENTS**

Motivation and self discipline to learn independently.

Patience in family services, teamwork, and supervision.

Interpersonal skills which support constructive workplace relationships and teamwork

A strong belief in the value of early childhood education program for child and family benefit.

Maintain energy and display enthusiasm for agency goals/objectives.

Maintain professional boundaries with other employees and with children/families.

## **MARGINAL FUNCTIONS**

Provide transportation in personal vehicle or agency vehicles as needed: Have access to a vehicle with current registration, inspection and insurance; have a valid state driver's license; agree to use safety equipment in the vehicle properly; and be willing to use this vehicle on the job for self and transportation of others.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone of this position may perform. All employees of Snyder Union Mifflin Child Development, Inc. are expected to perform tasks as assigned, regardless of job title or routine job duties.

**I HAVE READ AND UNDERSTAND THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.**

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Name

Date