

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR - HEAD START FAMILY HEALTH SERVICES/RESTRICTED

BASIC FUNCTION:

Under the direction of the Manager-Head Start Planning and Support, monitor and assure the

provision of comprehensive health, mental health and dental services for Head Start and Early Head Start children in coordination with other Program and Instructional Support Coordinators; develop, and recommend strategies for the implementation of Health Services which promote preventive health services; implement, and utilizes a data tracking system; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Monitor and assure the provision of comprehensive health, mental health and dental services for Head Start children in coordination with other Program and Instructional Support Coordinators; recommend strategies for the implementation of Health Services Program area to address the Head Start Performance Standards in conjunction with other Program and Service Area Coordinators the parents and center staff.

routine and narrative reports in accordance with assigned functions.

Review and monitor children Individual Health Plans; enter related information into assigned systems; maintain logs of health plans; enter medication information and medication expiration dates in Child Plus program; maintain logs of medications administered throughout the Program.

Assure staff training on proper techniques for administering, handling and storing medications, including the use of necessary equipment to administer medication.

Generate and analyze health reports from ChildPlus data; meet with staff and administration to develop plan of action for outstanding mandates; develop and implement short-term and long-term plans, and provides data for and participates in long-term planning.

Review, sign and date accident reports; provide guidance and further instruction on procedures as necessary.

Review referrals and needs of child and family during multidisciplinary team meetings; consult

- Principles and practices of organization, management, supervision and training.
- Comprehensive tracking system for the delivery of health services and follow-up treatment.
- Budget preparation and control.
- Design and facilitate health education for parents and provide referral resources as appropriate.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.
- Health and safety regulations
- Principles and practices of training and providing work direction to others.

ABILITY TO:

Coordinate functions and activities between the Head Start program

ENVIRONMENT:

Health office environment.

PHYSICAL DEMANDS: