



# PINELLAS COUNTY HEAD START/EARLY HEAD START

2210 Tall Pines Drive, Suite 200

Largo, FL 33771

Phone: 727-547-5979/Fax 727-535-6013

## HEALTH SERVICES COORDINATOR

*Head Start Child Development & Family Services, Inc. reserves the right to consider agency employees and parents for placement in vacant agency positions prior to publicly advertising job vacancies.*

### Location Administration

Description This position will coordinate, develop, and implement health services for the children enrolled in the Head Start/Early Head Start Program, including the provision of comprehensive health assessment and referrals to other agencies and medical professionals

### Job Responsibilities

- Develops and monitors the service area MBO in order to ensure planned efficiency of activities
- Assist with the preparation and implementation of the agency' Health Advisory Committee
- Conducts Weekly Center Visits
- Coordinates center health activities and resources in order to ensure the safety of the enrolled children
- Mentors health team members in order to promote quality service and individual growth.
- Accounts for records in order to meet Head Start/Early Head Start, federal, state and local guidelines
- Performs computerized information system activities in order to track service area performance
- Collaborates with families and other service areas in order to update health records
- Conducts internal and external service area audits in order to validate compliance
- Implements and conducts health training for families, staff and community partners in order to promote wellness, and health and safety
- Submits monthly statistical reports to Deputy Director of Comprehensive Services
- Monitors monthly PIR (**Program Information Report**) Report
- Attends supervisory meetings and training sessions in order to improve the quality of the service area
- Acts as a liaison between the agency and the external community in order to foster comprehensive services
- In conjunction with key staff members, they will assist with Exposure Control Plan in order to comply with OSHA Blood borne Pathogen Standard, 29 CFR 1910.1030
- Attend various conferences, trainings, and workshops as assigned by management
- Performs other related duties as assigned by management

### Required Qualifications

LPN (Licensed Practical Nurse) degree in nursing from the Board of Professional Regulation of Florida. Three (3) years in clinical experience in pediatric, community health and or mental health setting. One (1) year of supervisory experience in the health field. Any equivalent combination of education, training and or experience is acceptable.

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### Additional Information

Position Type: Regular Full Time - EXEMPT

Hourly Wage Scale: \$15.44 - \$23.78

EEO/DFWP

Contact: To apply contact Human Resource Department at 727-547-5979 or fax resume to 727-535-6013.

Posted: 9/29/09 Closing: 10/6/09

*Note: We will not contact your current or past employers to verify any of the information contained in the fax/mail resume submission until you have completed the Agency's official application form.*