

CHEYENNE RIVER SIOUX TRIBE
HEAD START PROGRAM
HEALTH/MENTAL HEALTH COORDINATOR

DESCRIPTION OF WORK

General Statement of Duties: Provide for the immediate supervision of the Health Component of the Head Start Program, and provide the overall implementation of grant activities in accordance with Performance Standards and objectives of the Health Component.

Supervision Received: CR Health Director

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Coordinates the development, integration, and evaluation of the Health Component in the overall operations of the Head Start Program. Conducts Head Start on-site monitoring on a monthly basis for all sites with the purposes of evaluating the Health Component activity implementation.

Provides training, materials, and other resources needed to ensure educational access and opportunity for children to staff and parents regarding the Health Component of the Head Start Program. Assist the Early Childhood/Disabilities Manager with Technical Assistance Team support, operation, and coordinating resource service delivery.

Coordinates the Health Component evaluation and reporting requirements, including Program Information Report (PIR), Child Plus, and other requirements.

Monitors and prepares Health Component service reports (statistical; narrative) appropriate for measuring the criteria and with respect to progress toward meeting component objectives, and Performance Standards.

Establishes and facilitates quarterly meetings with a Health advisory committee. Coordinates the evaluation and revision of the Health Component for continuation applications in accordance with parents, Policy Council, staff and other appropriate resources, with reference made to the outcomes of the Community Needs Assessment, PIR, and other assessment items.

Update yearly, the Memorandum of Understandings (MOUs) between the CR Head Start program and programs providing services ensuring children receive quality screening services as well as CR Head Start policies and procedures.

Update yearly contract information for the Mental Health Consultant and Cheyenne River Sioux Tribe.

Coordinates the implementation of hearing, dental, and vision screenings within 45 days,. Will also ensure the failed screenings of enrolled students is referred and corrected before the child reaches 90 days of enrollment.

Schedule mental health classroom observations in the fall and spring with the Mental Health Consultant. Will communicate with Mental Health Consultant if they are requested for further assessments as needed. Will also have a confidential filing system for information received.

Maintains child assessment, referral service, and other data and information in a manner consistent with Privacy Act, Confidential Act, and other regulatory provision.

Assists with recruitment, CAN, PIR, etc. Participates in all activities during the "Week of the Young Child" and attends CR Head Start graduations.

Attends parent meetings when requested, make reports to parents on you component area.

Other job related duties as assigned by Program Director.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Knowledge of Health, Mental Health and Safety. Ability to conduct staff and parent training, and prepare statistical and narrative reports. Knowledge of resource agencies and service providers to meet health needs of children.

Education: Must have a high school diploma or GED. Two year degree in Healthcare, EMS, or related field required, four year degree in Healthcare or EMS preferred. Must have a Child Development Associate credential, or ability to acquire this credential within timeline required by the Head Start Program Performance Standards.

Experience: Experience in health or EMS related field. Must be computer literate, must enter children's information on Head Start database systems for reports on daily basis for reports such as PIR, monthly reports and all other reports pertaining to the children files.

Demonstrated competency in referral, screening, assessment, resource networking, learning activity development, IEP development, and related areas of competency applicable for serving children with health problems, and for the provision of health services for children.

Special Requirements: Must have a current driver's license and access to a safe transportation resource (vehicle).

Must have a physical examination within ten (10) days of hire/employment and a yearly physical examination thereafter. Must have a tuberculosis (TB) test with first physical only. Must start Hepatitis B vaccine series within ten (10) days of work assignment. If Hepatitis B vaccine series had already been administered, proof of documentation must be provided. Must be certifiable in First Aid & CPR.

Incumbent is subject to CRST Drug & Alcohol Testing Policy, also subject to Tribal/Local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013-CR.

Revised Date: 01.13.2025/dm