



Job Description

Job Title: Health, Enrollment, and Family Services Manager (Grade 8)

Department: Head Start

Supervisor's Title: Head Start Director

1. General Purpose of the Job: Provides oversight for health, dental, nutrition, family services, and all aspects of enrollment to provide a high quality program for Head Start families and children.
2. Minimum Level of Education/Experience Required: Bachelors in health services, family services, or a related field. Supervisory experience preferred. Must have good computer skills.
3. License or Certificate Required:
 - A. Valid Iowa or Illinois Driver's License
 - B. Proof of current automobile insurance
4. Primary Duties and Responsibilities:
 - A. Provide comprehensive health, dental, nutrition, enrollment, and family services.
 - B. Develop monitoring systems in the areas of health, dental treatment, nutrition, enrollment and family services to ensure ease of use by staff and families and compliance with Head Start Performance Standards.
 - C. Assist with all aspects of enrollment to ensure full funded enrollment at all times
 - D. Regularly monitor and review child files for accuracy and completion of health, enrollment, and related services.
 - E. Ensure enrolled children are up-to-date on all required health and dental screenings and all immunizations. Also assist with pre-enrollment recruitment activities to help parents with recommended screenings, immunizations, and other health and dental interventions.
 - F. Provide written monthly and/or quarterly monitoring reports to Head Start Director.
 - G. Facilitate and coordinate the activities of the Health Services Advisory Committee according to program standards, to enhance program services.
 - H. Participate in local health and dental initiatives to contribute to the improvement of community health and dental resources.
 - I. Participate in community outreach to promote the Head Start program. Monitor an on-going recruitment plan that is designed to actively inform all families with Head Start eligible children within a recruitment area.
 - J. Assist and participate with home visits when indicated for effective management of health, dental, or enrollment concerns.
 - K. Coordinate and provide education for Head Start children, parents and staff in the prevention of disease and maintenance of health and dental concerns. This includes providing resources for necessary services for children and families.

- L. Coordinate efforts for ongoing support services for families with other components.
- M. Work with families to ensure children have a medical and dental home.
- N. Closely monitor and track computerized child enrollment and health records.

5. Physical Demands:

A. Approximate amount of on-the-job work time spent in the following activities:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle, or touch				X
Reach above shoulders			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell	X			
Use foot/feet to operate machinery	X			

B. Approximate amount of force to be exerted or weight lifted:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Up to 10 Pounds				X
Up to 25 Pounds		X		
Up to 50 Pounds		X		
Up to 100 Pounds	X			
More than 100 Pounds	X			

Description of the specific job duties requiring the physical demands listed above: The classroom environment requires staff to be active and engaged with children, which includes standing, moving about, sitting on the floor, crouching to talk to children at their eye level, etc. Lifting infants, toddlers, and preschool children can result in lifting and/or carrying a child weighing as much as 60 pounds.

6. Tools/Equipment Used:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Personal computer			X	
Routine office equipment			X	
Motor vehicle operation			X	

7. Work Environment:

A. Approximate amount of exposure to the following environmental conditions:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Risk of electrical shock	X			
Vibration	X			
Work/job related travel			X	

B. Amount of noise typical for the work environment for this job: Moderate to loud noise typical to a preschool classroom environment. This position will also spend time in an office environment.

C. Specific job duties affected by the environmental conditions described above: Travel is required between centers and community partners, and to training activities.

8. Protective Clothing/Equipment Required: None.

9. Supervisory Responsibilities: Supervises Health and Enrollment Specialists, Enrollment Coordinator, and Family Services Coordinator.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date

Job Description Last Reviewed: 4/24/19 By: TS