



**North Central State**  
COLLEGE

# Position Announcement

Posted: August 15, 2017

## Health and Safety Coordinator Child Development Center

North Central State College is accepting resumes for Health and Safety Coordinator at the Child Development Center.

*Essential duties/responsibilities include but are not limited to the following:*

### **Health and Safety Services**

- Provide high quality health, oral health, mental health, and nutrition services that are developmentally, culturally and linguistically appropriate and support each child's growth and school readiness
- Implement and enforce a system of health and safety practices that ensure children are kept safe at all times
- Promote effective oral health hygiene by ensuring all children with teeth are brushing their teeth with fluoride toothpaste once a day
- Implementation of nutrition service requirements such as, feeding requirements, CACFP, promoting breastfeeding
- Payment sources (USDA Food, Nutrition and Consumer Services)
- Support a program-wide culture that promotes children's mental health, social and emotional well-being and overall health
- Assume responsibility for quality program performance. Take initiative towards continuous quality improvement.
- Organize socialization activities twice a month in coordination with the Assistant Director and family visitors.
- Assist in providing appropriate health services and child development information and referrals for staff, parents and collaborating agencies.
- Assist in supporting Early Head Start and Child Development Staff concerning issues of health, nutrition, mental health, and enrollment. This includes, but not limited to phone, e-mail, written reports, record keeping and tracking data.
- In collaboration with families, health providers, and staff, meet the recommendations for preventative health care for children enrolled birth – entry to kindergarten.
- Perform other related duties as assigned

### **Family and Community Engagement**

- Collaborate with parents as partners in the health and well-being of their children
- Communicate with parents about their child's health needs and developmental concerns
- Opportunities to learn about family health
- Organize family involvement meetings monthly in collaboration with the Assistant Director
- Coordinate and participate in monthly Early Head Start Policy Council meetings.
- Coordinate and participate on the Health Services Advisory Committee.
- Participate in or coordinate the participation of a department staff member on the campus Safety Committee.
- In coordination with the Child Development Center and Early Head Start staff, successfully implement health, mental health, disabilities, and nutrition services as stated in the Parent, Family and Community Engagement Framework in program.
- Establish methods of communication with families to keep them engaged in health services.
- Network within the community to establish new partnerships with community based organizations in coordination with the Assistant Director and Director.
- Perform other related duties as assigned.

### **Program Management and Compliance**

- Assist with developing and maintaining written policies and procedures that are in compliance with the Ohio Department of Job and Family Services regulations, Step Up To Quality (SUTQ), Head Start Program Performance Standards, and National Association for the Education of Young Children (NAEYC) Accreditation Standards.
- Work as a team to maintain inspections, evaluations, on-site reviews and Accreditation status.
- Collaborate with the Child Development Center and Early Head Start team in developing plans for activities and strategize on program development and implementation.
- Develop and implement a system of management that includes ongoing training, oversight, continuous improvement, policies and practices to ensure all facilities, equipment and materials, safety training, and safety procedures adequate to ensure child safety
- Consult with parent to determine continuous, accessible health care and maintain the child's ongoing health record
- Ensuring up-to-date child health status using health care and oral health care professionals as prescribed by the Early and Periodic Screening, Diagnosis and Treatment (EPSDT)
- Assist parents to schedule on-going well-child and oral health care
- Track referrals and services provided and monitor the implementation of any follow-up care
- Work in collaboration with clerical and data tracking staff to insure that child development services are tracked and accounted for.
- Attend regular meetings, trainings, and professional development activities as needed.
- Assesses the implementation of the agency's work plan to insure the program/content goals and objectives are met.
- Analyze community assessment information and facilitate planning efforts to determine design options, recruitment efforts and enrollment guidelines for center-based childcare.
- Provide input and solutions to develop and or revise the programs ERSEA systems and policies and procedures.
- Evaluate, design, and monitor systems to process enrollment applications.
- Oversee processing applications for accuracy and timelines.
- Prepare and distribute timely reports and tracking updates.
- Maintain systems, database, files, etc. ensuring security of data.
- Perform other related duties as assigned

### **Required Qualifications:**

- **Education:** Bachelor's degree in Early Childhood Education or related field
- **Experience:** Minimum 2 years' work experience providing care and/or understanding of health and safety practices of young children and their families.  
*A different combination of education and experience may be acceptable if deemed equivalent.*

To apply online go to [www.ncstatecollege.edu](http://www.ncstatecollege.edu). Click on "Info For" then "Job Seekers" or submit a letter of application and résumé to:

**NORTH CENTRAL STATE COLLEGE**  
Attention: Human Resources  
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 8/29/17

*North Central State College is an Equal Employment Opportunity institution. We value campus diversity and demonstrate this in campus initiatives. We particularly encourage members of historically under-represented groups to apply.*