



JOB POSTING

JOB TITLE:	Health and Safety Specialist		
PROJECT:	Mountain States Early Head Start		
LOCATION:	Based from any of our three centers. (Bonner, Kootenai and Shoshone Counties)		
STATUS/HOURS:	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	<u>20</u> Hours per week	<u>50</u> % FTE
FLSA STATUS:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
PAY:	\$18.14 per hour		
REPORTS TO:	Program Director		
POSTING DATES:	10/11/17 through 10/31/17		

SUMMARY:

The Health and Safety Specialist is a member of the Leadership Team who provides consultation with families and staff as requested and secures or develops educational materials related to healthy pregnancies, children and families, nutrition, safety, and wellness.

This person also updates program materials (policies, procedures, forms, guides, etc.) as needed, monitors health services and outcomes monthly, participates in community collaborations, oversees safety items related to facilities, and provides or secures staff training and support as needed.

This position is also responsible for working directly with community medical, nutrition, and dental providers serving as the liaison in order to remove barriers to accessing records and getting documentation, increasing communication and collaboration, and providing positive outcomes for children and families.

About our Program

At Mountain States Early Head Start, our mission is to promote healthy babies and healthy pregnancies, enhance the development of very young children and promote healthy families. Check our website at www.msehs.org for more information. Come play with us!

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES

- Understand and implement best practices, federal, state, and local regulations, monitor and measure performance outcomes and progress on goals and objectives
- Serve as a resource for staff and parents by securing or developing resources, providing referrals, researching information, providing training and consultation, and supporting staff in getting required health documentation
- Understand and implement the national Early Head Start (EHS) philosophy, goals, priorities, and initiatives in a timely manner
- Understand and support Mountain States Early Head Start’s (MSEHS) mission, goals, services, and systems
- Encourage community members to become involved in program planning, decision making, volunteer activities, and our self-assessment process
- Maintain an active presence in the communities by working closely with local medical, nutrition, and dental providers to build and strengthen relationships in order to ensure timely receipt of child and pregnant women’s records, remove barriers to service, improve communication, be a knowledge base for referrals and staff support, helping providers understand our services and

records required, addressing communicable diseases effectively and in accordance with best practices, and serving as the bridge between providers and staff

- Attend local, regional and national conferences and workshops to maintain knowledge of current best practices in the field (Travel may be required)
- Write occasional newsletter articles addressing health, safety, nutrition, or wellness
- Analyze monthly program-wide monitoring reports for compliance, progress on goals, planning, and continuous program improvement
- Promote and involve families whenever possible in MSEHS services, including ensuring at least one EHS parent is on the Health Services Advisory Committee (HSAC)
- Serve as a member of the Leadership Team, which meets to monitor services, analyze data, and plan services and program activities
- Attend staff meetings and regularly travel to all sites to consult with staff
- Regular and predictable attendance is an essential function of this job

Health Functions

- Coordinate Health Services Advisory Committee (HSAC) meetings with Head Start, recruit members and parents, ensure HSAC requirements are met; facilitate meetings, and ensure follow up is completed
- Provide prenatal or special home visit support as requested by the family and Family Consultant
- Share health information and activities with staff and families through a variety of means
- Promote staff and family wellness - men's and women's health, prenatal, postpartum, and children's health
- Ensure well-child, sensory screenings, and other health appointments are completed and documented, monitor for progress, and complete follow up and referrals
- Address communicable diseases, offer support to staff and parents as needed, ensure policies and procedures reflect best practices, and stay abreast of changing health conditions in our service area (e.g. lead)
- Monitor staff TB, CPR, First Aid, Bloodborne Pathogens, and annual Child Abuse/Neglect training occurs for all staff as required by regulations and internal policies

Safety and Facilities Functions

- Oversee program safety practices and emergency response planning, including development and revision of materials, training staff, and maintaining first aid kits; coordinate with the Jannus Chief Operating Officer regarding safety practices as appropriate
- Promote safe environments and facilities, encouraging parents to take an active role in evaluating facility safety
- Create a culture of safety practiced by staff, families, and visitors
- Train staff on active supervision in order to ensure that no child is left alone or unsupervised
- Develop or secure materials related to health regulations
- Secure materials to help educate staff and parents on safety (e.g. pedestrian and car seat safety, gun locks, etc.)

Nutrition Functions

- Coordinate and address nutritional concerns with the nutrition contractor and Family Consultant
- Ensure ongoing formal collaboration with Eat Smart Idaho, the Nutrition Extension program, WIC, and other community providers as appropriate (i.e. developing Memorandums of Understanding, meeting with community providers, sharing training opportunities, etc.)
- Partner with community providers to support breastfeeding, infant and toddler nutrition, positive, safe, prenatal nutrition habits, using SNAP and other food benefits, cooking healthy meals, and improving access to these services for our families and children

EDUCATION AND EXPERIENCE QUALIFICATIONS

- **Required:** Bachelor's degree or above in nursing, health education, health administration, public health, or closely related health field;
- Helpful experience or education: maternal and child health, childbirth education, lactation support, dental health, wellness, nutrition, and safety;
- Experience supervising activities, projects, or people;
- Experience with family and child centered planning, home visiting, and working with at-risk pregnant women and children, preferred;
- Experience with use of database for tracking services and summary/outcome reports;
- Proficiency in Microsoft Suite and computer literate with regard to email and internet use;
- Experience monitoring to ensure compliance with regulations for services

PRECONDITIONS AND UNDERSTANDINGS:

- Be willing to travel between sites for training, consultation and monitoring
- Current driver's license and able to provide proof of State required liability insurance
- Access to a well-maintained vehicle
- Complete a physical exam and TB screening upon hire. Staff who test positive for TB will be expected to follow medical guidelines. Complete periodic re-exams as prescribed by your health care provider
- Be aware of immunization recommendations as advised by your health care provider, recommendation by the MSEHS' HSAC and the Centers for Disease Control
- Be willing to obtain and maintain CPR/1st Aid certification
- Pass a pre-employment criminal background check that meets federal requirements and every 5 years thereafter, if employed

WORKING CONDITIONS:

Works in general office environment.

PHYSICAL REQUIREMENTS:

Must be able to tolerate varied weather conditions when traveling to conferences and meetings. Sitting, standing, walking, driving, repeated hand and wrist motions (for use of computers, phones, and other office equipment) are required. May be required to lift up to 50 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

To Apply:

Submit the required Jannus employment application available at www.jannus.org and your cover letter and resume to msehs-info@jannus.org or fax to 208.664.4683 or deliver to 411 N 15th, Suite 200, Coeur d'Alene, ID 83814.

Jannus, Inc. is an Affirmative Action / Equal Employment Opportunity Employer

Jannus, Inc. shall abide by the requirements of 41 CFR sections 60-1.4(a)(7), 60-300.5(a) and (d), 60-741.5(a) and (d), and 29 C.F.R. Part 471, Appendix A to Subpart A, if applicable. These regulations prohibit discrimination against qualified individuals including on the basis of race, color, religion, age, gender, pregnancy, national origin, mental or physical disability, genetic information, sexual orientation or gender identity, veteran status or disability, military status, or any status protected by federal, state or local law and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment women, minorities, qualified protected veterans, and individuals with disabilities.