



## POSITION DESCRIPTION

Health & Mental Health Coordinator	
<b>Department: Early Learning Academy (Home-Based)</b>	<b>Status: Regular Full-time, Exempt</b>
<b>Reports To: Director of Family Services</b>	<b>Last Reviewed: March 15, 2024</b>
<b>Titles reporting to this role: None.</b>	<b>Next Review Date: March 30, 2025</b>

### **Position Summary:**

Casa Central's Early Learning Academy provides high-quality, comprehensive early childhood education services for young children, ages birth to three and their families. The Health & Mental Health Coordinator oversees and has primary responsibility for managing, planning, implementing, and evaluating comprehensive health/mental health, dental, and nutrition services for children and their families enrolled in the Early Head Start Home-based (EHS) program. This position will complete all health histories and health-related documents at the time of enrollment. The Health & Mental Health Coordinator will ensure that children and families receive all necessary medical, dental, and mental health services, and support the maintenance of up-to-date health records of children enrolled in the HB program. Performs routine health-related tasks and clerical services to aid in meeting the health and nutritional needs of children and families enrolled in the program.

### **Essential Duties and Responsibilities**

- Complete all health histories at enrollment, vision, and hearing screenings within the 45-day period, and other health-related services as needed.
- Collaborate with the Director of Family Services, HB Supervisors, and ERSEA Specialist to ensure access to consultants is aligned with the needs of the home visitors.
- Ensure all enrolled children are up to date on the schedule of age-appropriate preventive and primary health care needs (i.e., well-baby checks and immunizations). Work collaboratively with home visiting staff to ensure any needed medical, dental, immunization, or nutritional needs are met and followed up.
- Ensure that parent consent and the release of information for all health, mental health, dental, and nutritional services provided to children by the program, or its contracted services providers are received and on file.
- Actively and enthusiastically support recruitment efforts to ensure the program is fully enrolled year-round.
- Provide training and information related to health, dental, nutrition, and mental health topics to home-based staff, families, and pregnant women.
- Gather documentation to make referrals to Early Intervention or the Local Education Authority (Chicago Public Schools) for children with suspected disabilities. Follow-up to support families through the referral process. Help ensure that children receive needed services.
- Support parents' understanding of the referral process.
- In conjunction with the Director of Family Service and Home Visitor Supervisor, ensure that the IFSP goals are incorporated into lesson plans and observations, the Transition Plan, and the Family/Child Goal Plan.
- Assist in negotiating the services at the public school or with the CFC. Attend staffing meetings with families, and advocate for children and families across settings. Support families with

accessing community resources and support for children with disabilities and diverse learning needs.

- Ensure all health services coordination for the nurse consultant, with the assurance that the 2-week postpartum visit is conducted and the Edinburg is completed.
- In collaboration with the Director of Family Services and Health Manager, ensure consultants (Nurse, Mental Health, and dietitian) provide services to children, families, and staff as needed or requested at a minimum of 10 hours per month.

Other duties as assigned.

### **Participant Service Delivery**

Partner with Home Visitors and families to ensure that all enrolled children are up to date with EPSDT (Early and Periodic Screening, Diagnostic, and Treatment) requirements and receive follow-up treatment for chronic health and/or dental conditions; and that children and families are linked to an ongoing source of continuous, accessible health care, as well as medical and dental homes. Monitor and support timely, health and nutrition components for HB including well-child exams, preventative oral health, dental treatment, hearing and vision, immunizations, management of chronic conditions, treatment of follow-up needs and individualized Nutrition plan tracking including database. Collaborate with the Nutrition Consultant regarding addressing child and family nutrition needs.

### **Performance & Quality Management**

Implement the agency mission, philosophy, and core values to direct daily work and decision-making. Adhere to agency policy and support staff in understanding and following agency policies. Cultivate a professional and respectful work environment. Be actively involved with, and knowledgeable about, the agency's Performance Quality Improvement (PQI) structure and process.

### **Program Administration**

Ensure compliance with agency and funder guidelines, ensuring that daily activities are within the allowable activities approved by the agency. Support the Director of Family Services, Home visitor supervisors and home visitors with challenges that arise in the Health & Mental Health area and help implement improvement strategies, policies, procedures, etc. for staff, program and/or participants. Perform monitoring and management of health and nutrition components for HB including well-child exams, preventative oral health, dental treatment, hearing and vision, immunizations, management of chronic conditions, treatment of follow-up needs, and Individualized Health Plan & Individualized Nutrition Plan tracking, including database monitoring and file reviews. Ensure timely and accurate data entry of health data into ChildPlus. Maintain detailed, accurate, up-to-date, and confidential records including child health files, health services tracking system, and documentation of all activities. Ensure proper collection of data for the health services portion of the PIR (Program Information Report) and other self-assessment instruments. This includes reviewing data, reports, and files to ensure accurate and complete documentation is taking place. Complete monthly Early Head Start monitoring and reports in health/mental health and nutrition.

### **Program-Specific Activities**

Engage in Active Supervision strategies to support the safety, well-being, and appropriate supervision/oversight of children at all times. Act in accordance with the program's Standards of Conduct, building respectful relationships with families, honoring parents/caregivers as their children's first and most important teachers, and maintaining strict child, family, and staff confidentiality at all times. Ensure compliance with all Early Head Start Program Performance Standards, including as

interpreted by Start Early, as well as with relevant federal, state, city and accrediting/licensing body regulations and requirements. Provide health, wellness, and safety training for program staff and families.

### **Stakeholder Relationships & Partnerships**

Nurture positive and collaborative working relationships with other agency staff and outside stakeholders and partners.

### **Community Outreach**

Actively and enthusiastically support recruitment efforts to ensure that the program is fully enrolled year-round.

### **General Requirements:**

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills testing. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to perform the essential functions.

### **Education/Experience:**

BA degree in health (health related), Social work, or a related degree from an accredited school is preferred. Or AA degree in health related with 3-5 years of experience. Preferred experience working with Head Start/Early Head Start or young children and their families. Knowledge of modern office practices, procedures, business equipment, English, spelling, and math. Familiarity with elementary principles of business and accounting. Good judgment in making decisions, recognizing established procedures, and resourcefulness in meeting problems. Ability to work effectively under pressure. Ability to handle administrative details independently, including composing important letters and memoranda without dictation. Ability to establish and maintain harmonious working relationships with others and the public. Careful attention to detail is required.

### **Language Skills:**

Bilingual in Spanish preferred.

### **Computer Literacy & Knowledge Skills Abilities:**

Word processing; spreadsheets; internet skills; data entry skills and in managing Microsoft applications to facilitate communication. Preferred knowledge of ChildPlus or other online database systems.

### **Mathematical Skills:**

Basic mathematical skills are required.

### **Operating Environment and Working Relationships:**

Ability to work within an interdisciplinary team as a cooperative and supportive team member. Ability to establish relationships with families from diverse backgrounds. Knowledge of Head Start Program Performance Standards preferred. Must understand the scope of community resources and how they can meet the needs of children and families served. Knowledge of community resources and

capacity to develop community cooperation to ensure families receive comprehensive services. Knowledge of Head Start Program Performance Standards preferred.

**Decision Making Authority:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or scheduled form and convey needed information with stakeholders in a manner, which improves early learning experience for children/families.

**People Management:**

Ability to utilize reflective practices and leadership in order to guide and support staff.

**Remote Work/Technology (WIFI)/Mobile Phone Usage:**

Flex work arrangement. A personal mobile phone is not required and therefore not eligible mobile phone reimbursement.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to use hands. Must be able to lift and carry 25lbs.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Other:**

Required to have a personal cellphone and be able to respond during working and non-working hours. Casa Central has a Personal Cellphone Usage Policy that includes a reimbursement amount.

**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**I acknowledge and understand that:**

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

- Job duties, tasks, work hours and work requirements may be changed at any time.

**Employee Signature/ Firma de Empleado:** \_\_\_\_\_

**Date/ Fecha:** \_\_\_\_\_

