



Orange County Head Start, Inc. Career Opportunity

HEALTH MANAGER

Are you passionate about making a difference in the lives of children?

As a non-profit organization, Orange County Head Start, Inc., is dedicated to providing thousands of low-income children and their families with quality childhood development programs and integrated support services...right here in Orange County. If you enjoy working with your fellow employees and have a helpful/caring attitude, you may be what we are looking for.

Some of the responsibilities of this position include:

Manage health systems and programs in compliance with organizational goals, Performance Standards, Head Start Act, and other applicable regulations. Assist in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual Agency goals, objectives and work standards; manage program area plans. Maintain a system of communication, accountability, and investigative opportunities for improving existing family health systems. Coordinate and organize training for nurses from CHDP and other county agencies. Administer training on blood-borne pathogens, CPR, and related health and safety practices. Determine, approve, and coordinate required training for health services staff, and others as needed. Research and analyze legislative issues affecting medical protocols. Analyze regulations for proper immunizations, physical exams, and other medical testing processes that are mandated. Prepare and facilitate monitoring of all medical, dental, and screening services. Develop annual calendar of services; set priorities, and schedule activities and timelines, according to performance objectives. Conduct continuous research on current practices in pediatrics and adult health care. Prepare statistical analysis of health data, dental data, medical conditions, child accidents, and immunizations, to comply with regulatory standards and to measure outcomes. Prepare reports, records, and correspondence related to health services. Provide back-up coverage for on-site nurses in their absence. Perform additional assignments and duties as assigned by the Executive or Division Director that will include special projects of a large scope and complexity, and keep him/her informed on all family health issues.

Requirements: Education: Graduation from a four year college or university with a Bachelor's degree in nursing, public health, or related field; advanced degree in nursing or public health services is desired.

Experience: Five years of clinical or public health experience, including a minimum of one year of supervisor experience. Head Start experience preferred.

The salary range is \$59,500 to \$74,500 annually, with excellent benefits and the opportunity to serve young children and their families in Orange County.

Final filing date: Friday, August 17, 2018 at 5:00 p.m.

Apply now to join our team!

Submit an application:

Orange County Head Start Inc.
2501 S. Pullman Street, Suite 100
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at www.ochsinc.org or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

EOE

ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

JOB TITLE: *FAMILY HEALTH MANAGER*

JOB CODE: _____ **Pay Grade 6**

EXEMPTION STATUS: EXEMPT

JOB PURPOSE SUMMARY

Under administrative direction, researches, develops, coordinates, manages, and administers family health systems and programs for OCHS children and their families, and provides expert guidance and training to staff.

ESSENTIAL JOB DUTIES

Manage family health systems and programs in compliance with organizational goals, Performance Standards, and applicable regulations.

Assist in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual Agency goals, objectives and work standards; manage program area plans.

Maintain a system of communication, accountability, and investigative opportunities for improving existing family health systems.

Coordinate and organize training for nurses from CHDP and other county agencies.

Administer training on blood-borne pathogens, CPR, and related health and safety practices.

Determine, approve, and coordinate required training for health services staff, and others as needed.

Research and analyze legislative issues affecting medical protocols.

Analyze licensing regulations for proper immunizations, physical exams, and other medical testing processes that are mandated.

Prepare and facilitate monitoring of all medical, dental, and screening services.

Develop annual calendar of services; set priorities, and schedule activities and timelines, according to performance objectives.

Conduct continuous research on current practices in pediatrics and adult health care.

Prepare statistical analysis of health data, dental data, medical conditions, child accidents, and immunizations, to comply with regulatory standards and to measure outcomes.

Prepare reports, records, and correspondence related to health services.

Provide back-up coverage for on-site nurses in their absence.

Perform additional assignments and duties as assigned by the Executive Director that will include special projects of a large scope and complexity, and keep him/her informed on all family health issues.

NON-ESSENTIAL JOB DUTIES

Perform similar and incidental duties as required.

JOB QUALIFICATIONS

Education: Graduation from a four year college or university with a Bachelor's degree in nursing, public health, or related field; advanced degree in nursing or public health services is desired.

Experience: Five years of clinical or public health experience, including a minimum of one year of health services administration work.

Knowledge: Knowledge of current medical practices and protocols; normal and abnormal growth and development standards; adult and child health risks; current federal and state laws, regulations and standards governing health services, nursing, and childcare centers; training methods and techniques.

Language Skills: Good oral and written communication skills.

Math Skills: Basic math skills, including the ability to perform and understand basic statistics, percentages and ratios.

Other Skills: Operate a computer terminal and spreadsheet, database and word processing software; operate office equipment.

Reasoning Abilities: Ability to solve problems and exercise sound judgment within general policy guidelines.

Other Abilities: Organize, coordinate and provide effective training services; understand, interpret, and apply federal and state legislation and regulatory standards governing health and childcare centers; plan program policies and procedures; maintain accurate records and prepare reports; establish and maintain effective working relationships with management, staff, and health professionals.

Other Requirements: Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different centers, meeting and/or training venues. Must be licensed in the State of California as a Registered Nurse. Must be certified to teach CPR or Blood-borne Pathogens classes. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

REPORTING RELATIONSHIPS

Reports to the Division Director Program Services. Supervises two(2) Nurses and three(3) Health Specialist

MAJOR BUSINESS/PROFESSIONAL CONTACTS

Frequent contact with managers, supervisors, and employees, service administrators, and professional organizations

WORKING AND ENVIRONMENTAL CONDITIONS

Typically functions in an office environment.

PHYSICAL DEMANDS

Typically requires sitting for extended periods of time. May require extended periods of time in working on a computer or talking on the telephone, or standing to speak to a group of employees.

Date: _____ By: _____
Signature

Print Name

Revised: 2/21/07 lip