



PRELIMINARY

### **Job Description**

**Title:** Health & Nutrition Coordinator  
**Location:** Selma, Alabama  
**Reports To:** Head Start Director  
**FLSA Status:** Exempt

### **Mission Statement:**

The mission of the Black Belt Community Foundation is to forge a collective stream of giving from the community and other sources so we, the people of the Black Belt, can enhance our continuing efforts to lift ourselves by taking what we have to make what we need.

### **Summary**

The Health and Nutrition Coordinator is responsible for planning and administering the health, and nutrition services for children and families. Services must be coordinated with staff in other program content areas and must include ongoing assessment of the quality of services provided.

### **Essential Duties and Responsibilities**

- Plan, develop and administer the BBCF Head Start health and nutrition services program area, ensuring an integrated and comprehensive system of services for children and families.
- Provide training and guidance to staff, parents, and community members on a variety of pertinent topics in the area of health and nutrition.
- Ensure on-going monitoring, tracking, follow-up and analysis of health and nutrition services, including health and nutrition plans.
- Maintain record keeping and reporting systems, including service area plan, schedules, timelines, policies and procedures for health and nutrition services in accordance with Head Start Performance Standards, and applicable federal, state, and local laws and regulations.
- Ensure coordination of communication with staff, parents, program consultants and community to enhance services to children and families.
- Supervise and oversee work tasks and activities within the Health Services department to ensure the full delivery of integrated services.
- Supervise and oversee BBCF Head Start's Food Services program.
- Collaborate with state and community partners for recruitment, and as needed to enhance BBCF Head Start health and nutrition services.
- On-going professional development through education, role modeling, mentoring, and training.
- Assist in planning and preparing special events or activities.
- Ability to travel throughout BBCF Head Start's service area on a regular basis.

Other duties and responsibilities include:

- EPSDT Adherence
- Individualized Support
- Family Engagement and Support

- Health and Wellness
- Service Coordination
- Community Collaborations and Partnerships
- Health and Safety Monitoring
- Planning and Analysis
- Record Keeping and Reporting

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to BBCF’s Code of Conduct

Qualifications

Knowledge and Skills

- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations in fields relevant to position
- Ability to effectively communicate with community members and groups, managers, regulatory agencies, and families both individually and in group settings
- Ability to supervise and manage staff efficiently and effectively within the guidelines of BBCF Head Start policies and mandates
- Ability to work as a positive team member
- Ability to use basic math skills, to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher

Education

*Minimum*

Bachelor’s degree (B.A.) in Health Education, Nursing (RN, LVN, MPH), Public Health or related program.

*Desired*

Master’s degree (M.A.) in Health Education, Nursing (RN, LVN, MPH), Public Health or related program.

Training and Experience

*Minimum*

Two or more years of related experience/training.

Certificates, Licenses

RN, PHN, Registered Dietician or Nutritionist or other related license or certificate in Health or a related field with emphasis on young children preferred.

***We are an equal opportunity employer, committed to creating a diverse and healthy work place***

