

REGION IX EDUCATION COOPERATIVE
Health & Safety Coordinator
Job Description

POSITION TITLE: Health & Safety Coordinator
PROGRAM: Head Start and Early Head Start
REPORTS TO: Head Start/EHS Director
WORK DAY: Minimum 7.5 hours daily
Contract Days: 205
Salary Schedule: Head Start Coordinator
Classification: Non-Exempt

ESSENTIAL FUNCTIONS

1. Represents REC IX and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC IX programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC IX attendance policy is required. Attendance at mandatory REC IX or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC IX or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy of confidentiality of student and personnel records and information is required.
10. Understanding and compliance with the RECIX employee policy manual, the Head Start staff handbook, the Head Start/EHS Policy Manual, and the TimeClock system are required.
11. Perform the functions of this position with a strong understanding of the Head Start Performance Standards, Head Start Act, and program's Policies and Procedures.

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12. Assist with the Head Start and EHS Self-Assessments by collecting & analyzing data, and providing input in the development of the reports.
13. Participate in the program's planning procedures including the Community Assessment development, Coordinator Planning for quality improvement, and Long- and Short-Term Goal planning. Update health & safety policies and procedures as part of quality improvement and program data.
14. Monitor facility compliance at all Head Start sites, and in conjunction with the EHS Manager the EHS site with all applicable local and state childcare regulations. This includes but is not limited to: indoor and outdoor environments, annual state fire marshal inspections, annual sprinkler & fire alarm inspections, ensuring fire extinguishers are inspected annually and tagged appropriately, kitchen inspections, parent board postings, etc.
15. Creates/updates an ongoing monitoring tool to ensure compliance for health and safety in the classrooms, office space, and outdoor environments. Will develop a schedule to complete ongoing monitoring inspections, will monitor the inspection findings, reports & documents non-compliance issues to the Director and assists in developing plans to address areas of non-compliance.
16. Develops health, non-food allergy, and medication plans in conjunction with the parents/families, school nurse (when applicable), and family doctor if needed. Conducts staffings with teachers and family advocates to review any health, non-food allergy, or medication plans in each classroom. Will provide specific training to staff when there is a severe allergy or plan.
17. Work in conjunction with the Nutrition & Transportation Coordinator to ensure that any food allergy/nutrition plans coincide with medication and/or health plans.
18. In conjunction with other HS/EHS personnel, monitors the ChildPlus database system and child files to ensure:
 - 100% program compliance with the HS performance standards 30, 45, and 90 day health requirements (vision & hearing screenings, physicals, dentals, medical home, dental home, health insurance at enrollment/at end of enrollment, health case history, heights & weights, chronic conditions, and immunizations).
 - 100% program compliance with the Early Head Start health requirements based on the EPSDT schedule and the performance standards (Well-Child Checks, vision & hearing screenings, medical home, dental home, health insurance at enrollment/at end of enrollment, health case history, chronic conditions, and immunizations).
 - Follow up services are provided in a timely manner in compliance with the HS performance standards.
19. Audit the Child Plus database regularly to ensure data integrity and completeness. Provide Family Advocates with monthly reports to ensure compliance and deadlines are met.
20. Assists the director in quarterly PIR checks to ensure completeness and accuracy in the health section of the PIR.
21. Provide new staff training, pre-service training, and ongoing training in the area of Health & Safety Services to all required personnel and substitutes. Works to ensure all staff receive CPR/1st Aid every two years. Provides dental and health training to parents as part of PFCE requirements.
22. Attends and participates in pre-service, coordinator's meetings, staff meetings, and a variety of professional growth activities designed to enhance skills and provide staff with current information,

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data and trends. Attends and participates in monthly center team meetings, and follows up on items discussed for assigned service areas.

23. Monitors and replenishes health supplies for the classrooms and office that would include supplies for the first aid kits, OSHA bags, evacuation buckets, cleaning supplies, hand sanitizer, soap, paper towels, trash bags, diapers/pull-ups, baby wipes, mops, brooms, etc based on the classroom inventory request monthly. Track purchase orders and purchases and submit requisitions for supplies and equipment needed.

24. In collaboration with Family Advocates, support and/or intervene with parents, medical, and dental provider/s if services are difficult to locate or have not been received due to resistance or incidences of no cooperation.

25. Assist Family Advocates in developing a potty plan for children, and monitor the implementation of potty plans in the classroom.

26. Track all reports of child abuse and neglect following ECECD and OHS requirements.

27. Develop a cleaning and sanitation schedule for each classroom and center. Assist in monitoring cleaning schedules and cleanliness of classrooms/centers through observations and/or the ongoing monitoring tool.

28. Conducts fire drills, shelter in place drills, evacuation drills, and lockdown drills based on the timeline outlined in the policies and procedures. Monitors fire drills and emergency drills based on the timeline in the policy and procedure manual.

29. Develops/updates emergency evacuation and disaster preparedness plans for each site (Capitan, Hondo, Sierra Vista, First Baptist, and EHS) based on the school or district requirements, the Head Start performance standards, child care licensing, and NAEYC regulations.

30. Develop and maintain professional relationships with community members, district administrators, and health care professionals in our community. Develop a Health Advisory Committee and meet according to the HS performance standards to improve and streamline health care in our areas.

31. Visit classrooms on a regular basis to gather teacher input on their health and safety needs. And to conduct informal observations to ensure teachers are conducting their name to face consistently and accurately, and to ensure active supervision is happening. Provides feedback if active supervision procedures are not being implemented, and collaborates with the Education Manager when staff are not following active supervision procedures consistently.

32. Assist in investigating and writing a report for any child health & safety incidents that need to be reported to child care licensing, Office of Head Start & NAEYC.

33. Create and monitor playground safety through a playground checklist following policies and procedures.

34. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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EDUCATION AND EXPERIENCE:

- Associate's or Bachelor's degree in a health related field, early childhood education, child development, or a closely related field preferred. Willingness to obtain a health and safety credential if necessary.
- One year of case management, supervisory, management, or administrative experience preferred.
- Experience in an early childhood classroom environment, or in health care preferably related to children birth to five years old.
- Bilingual preferred
- Knowledge of Head Start performance standards, philosophy, and mission desirable.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

Must be able to adhere to the following responsibility and possess the following traits:

- Work a flexible schedule including some evenings
- Work with minimal guidance
- Knowledge of Community Resources
- Ability to present a positive image of the organization to members of the community
- Excellent interpersonal skills
- Ability to work individually and in a team setting
- Excellent time management skills and the ability to multi-task project
- Commitment to appropriate service provision for children and their families that are delivered in a culturally sensitive manner
- Exercise initiative and judgment in performing job
- Ability to understand oral and written instruction
- Writing ability appropriate for communication, reports and records
- Verbal communications to describe, explain, detail, and give instructions
- Ability to operate a personal computer. Knowledge of a variety of computer software applications in word processing, spreadsheets, presentations, and database software (including microsoft office, Google Drive, and other applications). Ability to navigate the internet. Ability to gain knowledge of Child Plus software.
- Visual ability to see and read reports, documents, and records
- Auditory abilities capable of performing phone communication and interaction with other individuals

The usual and customary methods of performing the job's functions require the following physical demands:

I. SITTING TASKS

- A. Sitting is a frequent requirement 34 - 66% of the time

II. WALKING TASKS

- A. Walking is an occasional but essential requirement up to 33% of the time

III. STANDING TASKS

- A. Standing is an occasional but essential requirement up to 33% of the time

IV. SPRINTING/RUNNING

- A. Sprinting/running is an occasional requirement
Example: in case of emergency

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V. FLEXIBILITY

- A. Bending or twisting at the neck is an occasional requirement up to 33% of the time
- B. Bending or twisting at the trunk is an occasional requirement up to 33% of the time
- C. Squatting/stooping/kneeling is an occasional but essential requirement up to 33% of the time
- D. Reaching above the head is an occasional but essential requirement up to 33% of the time
- E. Reaching forward is an occasional but essential requirement up to 33% of the time
- F. Repeating the same hand, arm, or finger motion many times is an occasional requirement up to 33% of the time

VI. USE OF ARMS AND HANDS

- A. Manual dexterity is a frequent requirement 34 - 66% of the time
- B. Finger dexterity is a frequent requirement 34 - 66% of the time

VII. LIFTING 10 - 25 POUNDS

- A. Lifting 10 - 25 pounds is an occasional but essential requirement
- B. Lifting above the shoulders is a rare requirement
- C. Lifting above the waist is an occasional but essential requirement
- D. Lifting above the knees is a frequent requirement

VIII. LIFTING 26 - 50 POUNDS

- A. Lifting 26 - 50 pounds is an occasional requirement up to 33% of the time
- B. Lifting items above the shoulders is a rare requirement
- C. Lifting items above the waist is an occasional but essential requirement
- D. Lifting items above the knees is a frequent requirement

IX. LIFTING 50 - 75 POUNDS

- A. Lifting over 50 pounds is not a requirement

X. PUSHING AND PULLING

- A. Pushing and pulling 75 pounds and over is not a requirement
- B. Pushing and pulling 50 - 75 pounds is an occasional requirement
- C. Pushing and pulling 25 - 50 pounds is an occasional requirement

XIII. USE OF PROTECTIVE EQUIPMENT

- A. Booties, gloves, and other protective equipment may be required as necessary

Job Description Acknowledgement Form

I have received, reviewed and fully understand the job description for Quality Assurance/Health Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

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