



**WORCESTER COMMUNITY ACTION COUNCIL, INC.**  
**The Antipoverty Agency for Central Massachusetts**  
484 Main Street, 2<sup>nd</sup> Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810  
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Worcester Community Action Council (WCAC) is the federally-designated anti-poverty agency for Worcester and serves 44 surrounding communities. Our commitment to low-income individuals and families has been a core strength and major component of our success for 50 years.

Health Coordinator - This position is responsible for the coordination and supervision of health and nutrition services to the Head Start and Early Head Start programs.

**Qualifications:**

- A current RN or LPN license in Massachusetts or a higher academic or licensing credential is required.
- Must have three or more years' experience working in health services at an accredited early learning program or community health organization.
- Prior supervisory experience required.
- Demonstrated expertise in child and community health issues required.
- Good computer skills to include proficiency in Microsoft Office and the ability to learn Agency systems to effectively maintain health services records, and present professional health presentations required.
- Must have excellent interpersonal, oral, and written communication skills.
- Must possess excellent organizational skills and the ability to prioritize tasks.
- Attention to detail is essential.
- Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.
- Must be familiar with State and Federal regulations concerning Health information.

**Duties and Responsibilities:**

- In accordance with Head Start Standards and DEEC regulations ensure that all children are safely accounted for and not left unattended at any time while in the daily care of the WCAC Head Start program.
- Communicate and work with the team from other components in planning for the total care of the Head start and Early Head Start children and families.
- Provide continued development and implementation of the Health/Nutrition Component for the HS/EHS program (including the EHS FCC).
- Ensure the HS/EHS Health/Nutrition Component meets all state and federal mandates.
- Coordinate Health and Nutrition Services for all program participants and staff.
- Supervise Nutrition and Health Observations and Parental Education Programs.
- Supervise the Food Service Program (including summer food program), Food Service Budget for all Head Start and Contractual sites.
- Develop and implement the Health and Nutrition Accommodation Plan(s) for those children identified as clinically at risk.

- Track the Health /Nutrition related statistical data.
- Identify and interpret Health and Nutrition data to determine service needs for program.
- Collaborate and coordinate Community resources.
- Develop and implement Health and Nutrition Training Programs for the staff and program participants including required certification.
- Supervise and evaluate the WCAC HS/EHS Health and Nutrition Staff.
- Supervise the USDA/CACFP Program, OSHA Regulatory System, and the Integrated Pest Management Policy.
- Provide individual and group consultation to program staff including the FCC providers and participants in Health and Nutrition related entities.
- Facilitate and attend mandatory program meetings.

WCAC provides an excellent benefit package to include Blue Cross Medical and Dental, Medical Flexible Spending Account, 403(b) retirement plan, voluntary benefits, Agency paid life insurance, generous time off, and professional development opportunities. Send cover letter and resume to Human Resources Department, Worcester Community Action Council, Inc., 484 Main Street, 2<sup>nd</sup> Floor, Worcester, MA 01608. AA/EOE.