



WORCESTER COMMUNITY ACTION COUNCIL, INC.
The Antipoverty Agency for Central Massachusetts
484 Main Street, 2nd Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810
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Health & Nutrition Coordinator, Head Start, Full Time, 37.5 Hours

Worcester Community Action Council, Inc. is seeking a qualified professional for a full time (37.5 hours) open position in our Southbridge location to provide coordination and supervision of Health & Nutrition services to the Head Start (HS) and Early Head Start (EHS) programs.

Qualifications:

- Graduate of an Accredited School of Nursing or Bachelor's degree in a related field.
- Current RN license in the state of Massachusetts.
- Minimum of 2 years experience in a related field.
- Knowledge of Community/Public Health/Nutrition Regulations and Policies.
- Supervisory experience.
- Ability to integrate information technologies such as database applications into projects.
- Good communications skills both written and verbal are required.
- Ability to speak Spanish a plus.
- Ability to work with children and families from a diverse background with sensitivity to the needs of low-income families.
- Excellent organizational skills with attention to detail.

Special Certification or Documentation:

- Ability to successfully complete a CORI/SORI/DCF review annually.
- Valid Driver's license and reliable transportation.
- Evening hours may be required to meet the needs of the families and programs.
- Must be available and reachable for emergencies.
- Must have current First Aid and CPR certificates. Certified CPR/AED Instructor.
- Certified Child Birth Educator (Preferred).
- Mandatory physical every two years and Mantoux test required per DEEC. Hepatitis B (optional).

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 other program coordinators in planning for the total care of HS/EHS children and families.
- Develop and oversee HS/EHS health, dental and nutrition curriculum.
- Ensure the HS/EHS health and nutrition component meets all state and federal mandates. Provide continued development and implementation of the health and nutrition component for the HS/EHS programs.
- Coordinate health and nutrition services for all program participants and staff.
- Supervise health and nutrition observations and parental education programs.
- Supervise the food service program (including summer food program), food service budget for HS and contractual sites. Observe classroom meals ensure USDA requirements are met. Inspect kitchens a minimum of twice a year. Train kitchen staff on temperature control and handling food safely.
- Supervise and evaluate the WCAC HS/EHS health and nutrition staff.
- Develop and implement the Health and Nutrition Accommodation Plan(s) for those children identified as at risk.
- Track related health /nutrition statistical data. Interpret data to determine service needs for programs.
- Collaborate and coordinate community resources.

- Develop and implement health and nutrition training programs for the staff and program participants including required certification. 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.
- Supervise the USDA/CACFP Program, OSHA Regulatory System, and the Integrated Pest Management Policy.
- Participate in state and federal interdisciplinary meetings, training and conferences as needed.
- Maintain the proper inventory of health related supplies.
- Ensure full and part-time staff has current physicals, CPR and First Aide certificates.
- Participate in all case management as required. Conduct home visit as needed or required.
- Meet with the Nutrition Consultant a minimum of twice a year to ensure quality services for children and families.
- Complete all required documentation.
- Ensure health advisory meetings are done a minimum of twice a year with parent participation
- Ensure that mandated health screening be completed within 45 days from the beginning of the program year including the EHS/FCC.
- Recruit and provide outreach to expectant moms within the community that we serve.
- Other duties may be assigned by the Executive Director.

Send cover letter and resume specifying position to: Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608 or via email to hr@wcac.net. AA/EOE.
Resumes must be received by March 17, 2017.