



Fremont Community Schools Head Start Job Description

Position: Head Start Health Manager
Location: Steuben and LaGrange Counties
Supervisor: Head Start Director
Revised: 2025

Qualifications:

- Associates Degree in Health Management, Nursing or equivalent.
 - Previous experience with preschool children.
 - Current Physical exam, TB, drug screen, and Criminal History.
 - Maintain required trainings with a minimum of 20 training hours per school year.
 - Must have a valid driver's license and access to dependable transportation.
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Job Duties:

The Head Start Health Manager, under the supervision of the Head Start Director, oversees and directs the planning, organizing, and implementation of health services for children and services for the families.

Must work collaboratively with the Director, staff, and family members to achieve positive outcomes for children of all abilities.

- Responsible for implementing Head Start Performance Standards, Licensing requirements, program policies, procedures, and guidelines in the day to day operation of Health, Nutrition, and Family services.
- Responsible for ensuring accurate completion of required reports and recordkeeping.
- Provide program reports and participate in the data analysis 3 times per year.
- Input, maintain, and file information for children to ensure they are kept current and up-to-date.

Health

- Serve as a liaison with the community dentists, physicians, and other health agencies for children and families and maintain current Service Provider Agreements.
- Maintain accurate and up to date children's health, immunization records, and follow up treatment.
- Coordinate all activities relating to the Health Advisory Committee.
- Coordinate the provision of universal precautions, CPR and First Aid training to all staff.
- Coordinate and monitor implementation of classroom health activities. (Tooth brushing, hand washing, etc.)
- Monitor and track all health referrals. Complete follow up documentation on referrals relating to health.
- Develop an IHP as needed for children.
- Ability to coordinate and/or conduct training sessions for staff and parents on health-related issues.
- Track communicable diseases.

Additional Requirements:

- Fulfill role as mandated reporter of Child Abuse and Neglect as mandated by law.
- Ensure that confidentiality is respected and maintained at all times.
- Perform other duties, as assigned, to maintain quality program operations.
- Successful experience working in a team setting;
- Ability to present a positive image of the organization to members of the community;
- Ability to plan, organize and implement position responsibilities;
- Must be able to lift 45 pounds;
- Must be able to travel;
- Must be able to enter and exit a vehicle without assistance, and withstand exposure to adverse weather conditions; and
- Experience working successfully with a culturally diverse staff and families.
- Agree to follow the Code of Conduct.

Working Conditions:

- Possible exposure to blood and bodily fluids or tissues;
- Possible exposure to communicable diseases;
- Job requires standing for long periods of time, as well as stooping, squatting, and running;

Equal Opportunity Employer

€ I understand the job responsibilities and will abide by Head Start Regulations and Policies.

Signature

Date

Supervisor

Date