

Maui Economic Opportunity, Inc.

Job Description



Job Title: Head Start Health Manager
Department: Early Childhood Services
Reports To: Director
FLSA Status: Non-exempt
Prepared Date: July 2001
Updated: April 2026
Paygrade: HSS-6

SUMMARY:

Develops, monitors, and evaluates the delivery of the Head Start Health Services program as outlined in the Head Start Performance Standards, and in accordance with state, county and federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare applicable policies and procedures for Head Start performance standards listed in 1302 – Subpart D: Health Program Services; conduct annual review and revisions as needed.
- Coordinates and facilitates the functions of the Health Services Advisory Committee; collaborates with the committee in the planning, implementation and evaluation of the health program area.
- Work with local health care professionals and service providers to ensure that services for families are available and accessible as needed for program service delivery.
- Manages individual health plans for enrolled children which includes monitoring of medication administration, training of staff prior to administering, and tracking of medications stored in classrooms.
- Supervise all phases of the medical, nutrition, and dental program, which includes obtaining health assessments, immunizations, records and reports in accordance with Department of Human Services and Head Start Performance Standards.
- Coordinate program health and safety practices, monitors safety and sanitation procedures, first aid, and emergency preparedness procedures.
- Coordinate, conduct and integrate health, dental, and nutrition education for parents, staff, and children.
- Conduct regular tracking, monitoring, review and analysis of health related data for compliance of EPSDT timelines, and to determine trends and prevention plans that promote health and safety of children, staff, and families.
- Link families with an ongoing system of health care, assists parents in the selection of health providers.
- Perform vision and hearing screenings, and coordinate Teacher Health Observations within 45 days of the child's enrollment into the program.
- Coordinates the contract between MEO and the Registered Dietitian; collaborates with the Nutrition Consultant regarding services for children and families.
- Monitor implementation of and compliance with CACFP and food safety guidelines.
- Coordinate data input of relevant health documents and events via the ChildPlus Management system; prepares and submits appropriate reports and recommendations.
- Discuss child's health concerns and family health problems, and promotes parent engagement in all aspects of the health program.
- Reports all incidents and/or occurrences of child abuse or suspected child abuse to supervisor, Head Start Director or designee, and Child Welfare Services (CWS) immediately.
- Conduct adult and pediatric CPR and First Aid training and certification; monitors expiration dates and plans accordingly.
- Maintains a high level of confidentiality concerning information about children, families, and staff.

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- Shows respect for different families' circumstances and creates opportunities for families to consider their aspirations for their children and themselves.
- Demonstrates respectful interest in learning about each family's values, beliefs, faith traditions, cultural influences, family structures, and circumstances.
- Increase families' awareness and ability to identify protective factors/strengths they have to overcome challenges.
- Promotes and respects the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
- Attends pre-approved workshops and training related to early childhood health and Head Start; attends courses and/or classes at a university or college as approved.
- Maintains a high level of customer service ensuring that client's needs are met.
- Plan and coordinate services with the Disability/Mental Health Manager for children's mental health needs and other health related needs identified in a child's IEP.
- Engage in comprehensive ongoing monitoring of program service delivery including center observations, ensuring quality services are provided in compliance with performance standards.
- Understands, follows and supports all safety policies and programs.
- Promotes Family Engagement activities focused on building respectful and trusting relationships with children's parents/guardians.
- Assists with implementation of the annual self-assessment process focused on health and safety, nutrition, and oral health.
- Perform duties in accordance with Head Start Performance Standards.
- Regular attendance.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises the Health Administrative Specialist.
- Carries out supervisory responsibilities in accordance with the agency's policies, Head Start Performance Standards and applicable laws.
- Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge and interest in child and family health care to include preventative, early intervention, and health maintenance practices.
- Working knowledge of structured teaching methods.
- Ability to train, direct, instruct, motivate and supervise others.
- Understands the assigned community area and the causes and effects of poverty as they apply to early growth and family relations.
- General understanding of community history, traditions and beliefs.
- Understands and relates to diverse cultural backgrounds and various social and economic levels.
- Desire to help others who are less fortunate

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- Cooperative, polite and team player
- Ability to manage many projects at a given time, prioritize workload and meet deadlines
- Organized, detail and tasks oriented.
- Ability to handle matters requiring a high level of confidentiality concerning information about children, families and staff.
- Excellent interpersonal skills, which include, verbal, written and listening.
- Working knowledge of basic computer applications including desktop applications and data entry.
- Ability to use standard business machines.
- Ability to work varied shifts, which may include, nights and weekends.
- Ability to travel off island on occasion.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree preferably related to the fields of health, healthcare administration, and health services to children. Management and supervisory experience and/or training preferred.

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret Head Start Performance Standards, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from co-workers, supervisors, program participants, partners, and the general public.
- Bilingual preferred.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.

REASONING ABILITY:

- Ability to apply sound judgment to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to interact, relate, and have compassion for persons with mental and/or physical disabilities and those who are less fortunate.
- Ability to relate and interact with children and their families.
- Ability to handle and keep composure in demanding or hostile situations.
- Performs well under pressure.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Prefer Hawaii State Registered Nurse.
- CPR/First Aid instructor
- Valid driver's license and access to an insured vehicle.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to:

- Frequently required to stand; walk; sit; use hands to finger, handle, feel; and talk or hear.

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- Occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently exposed to outside weather conditions.
- Occasionally exposed to moving mechanical parts, fumes or airborne particles, and vibration.
- The noise level in the work environment is usually moderate.