



ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE • Suite 3500 • Blaine, MN 55434
Phone 763-783-4747 • FAX 763-783-4700 • Website: www.accap.org

JOB DESCRIPTION

Position Title: EHS Health and Nutrition Services Coordinator

FLSA: Non-Exempt

Class Title: Program Coordinator III

Range: 5

Reports to: Head Start Associate Director

Position Requirements:

Education and Experience: Baccalaureate Degree, preferably with a Health or Nutrition component and six (6) months to one (1) year experience.

Licenses Required: None.

Certifications Required: Certification (or willingness to obtain) in: First Aid and CPR.

Background Investigation Required: BI through the Bureau of Criminal Apprehension and search on NSOPW.

Knowledge: Knowledge of Head Start Performance Standards; knowledge of childhood diseases; knowledge of early childhood development; knowledge of Federal regulations; knowledge of state immunization requirements and knowledge of screening tools, knowledge of USDA regulations and requirements as related to the Child Adult Care Food Program (CACFP). Experience in negotiating and writing contracts and reports.

Abilities: Ability to work effectively with community providers while serving as an advocate for families experiencing poverty. Ability to work independently; use own judgment to organize and develop systems for accuracy; meet deadlines and maintain confidentiality. Ability to establish a positive working relationship with medical community. Ability to interpret health guidelines. Ability to consult with families on health issues.

Skills: Dependable attendance. Must be flexible. Excellent communication, computer, record keeping, and supervisory skills.

Duties and Responsibilities:

Provide mentoring and oversight of Health Services component to ensure compliance with Head Start Performance Standards, Child and Adult Care Food program, and other state and federal regulations. Support the management team in the various service areas of the program. Provide training to staff on CACFP and Health and Safety Performance Standards. Ensure all staff are up to date on CPR, First Aid, medical, and TB testing. Maintain a positive work atmosphere by behaving and communicating in a manner that fosters good relations with clients, customers, co-workers, and supervisors. Prepare and participate in CACFP management plans and implementation program wide. Organize and facilitate Health Advisory Committee Meetings. Utilize committee members to assist with planning, implementing and advising to the health component. Coordinate and negotiate health related consultant contracts to include nutritionists, food service, hearing and vision screenings, and dental, etc. Act as an advocate for Head Start families. Oversee the Safety Team and conduct quarterly meetings. Responsible for creating rapport with community resources within the areas of medical and dental services. Observe and enforce health component policies and procedures as outlined in the Head Start Performance Standards as well as pertinent Minnesota Department of Health regulations regarding well child requirements. Work with contracted caterers to ensure all standards are being met. Performs other related duties as assigned.

Essential Job Functions:

Normal office procedures, able to lift and carry 30 pounds safely, sitting in a chair or standing for extended periods of time, repetitive upper body movement including twisting, turning, and utilizing arms, hands, and fingers on phone system, keyboarding, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees throughout building. Must have a valid driver's license.

Posting Date: 2/18/2025

Location: Blaine, MN

Closing Date: Until Filled

Supervisor: E. Grant

Status: Permanent/FT

Wage: \$23.14-\$25.38/Hour - DOQ

Benefits: Vacation, Sick, Holiday, Medical, Dental, Vision, Life, Disability, HSA, FSA, Dependent Care Reimbursement, Accident/Critical Illness Supplemental Insurance, 403(b) Retirement w/match.