



Mid Florida Community Services, Inc.  
 820 Kennedy Blvd.  
 Brooksville, FL 34601  
 Phone: 352-796-1425 Fax: 352-796-7500

<b>POSITION TITLE:</b>	Medical/Oral Health Services Coordinator
<b>DEPARTMENT:</b>	Head Start
<b>SUPERVISED BY:</b>	Health Services Manager

## JOB DESCRIPTION

**POSITION SUMMARY:** Responsible for implementing and sustaining comprehensive medical/oral services, promoting health education and awareness, and coordinating the health/oral services for children. Provides support functions for the Health Services Manager.

### ESSENTIAL JOB FUNCTIONS:

- Ensure that all children have an ongoing source of continuous accessible medical/oral health care.
- Assure all children have documentation of a current physical examination and immunization record.
- Determine whether or ensure that all children are up-to-date on the appropriate schedule of preventive and primary health/oral care according to EPSDT guidelines.
- Review and record Health History and Child Dental Record forms from enrollment packet into ChildPlus.net.
- Conduct and ensure completion of health/dental screenings within 45/90 days of children's entry into the classroom.
- In cooperation with Family Advocates and parents, ensure each child has and updated dental exam as required by the Head Start Performance Standards.
- Provide follow up for dental exams and necessary treatment for each child. Work with Family Advocates to inform parents of child's oral health needs and services available to meet those needs.
- Work with parents and providers to obtain and ensure the implementation of Individual Medical Care Plans (IMCP) responsive to children with identified health conditions/concerns.
- Ensure all medications and equipment (nebulizers, etc.) are in the classroom according to IMCPs.
- Ensure that physician instructions and written parent or guardian authorizations are obtained for all medications administered by staff.
- Monitor procedures for labeling, handling, administration and storage of all medications.
- Provide training to teaching staff on the appropriate the administration of medication and/or signs and symptoms of chronic health conditions as necessary.
- Routinely monitor expiration dates of all medications stored in the classrooms.
- Coordinate with other service areas in planning and implementing response to individual



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medical/oral health needs of children, including In-House Referrals.

- Collaborate with parents regarding referrals for children with suspected or confirmed medical/oral health concerns to appropriate health providers and provides follow-up.
- Contact parent/guardians by face-to-face contact, telephone, letter, home visits to advise/remind them of the need for service and collaborate on the provision of services.
- Document all contacts, follow-ups and referrals in [ChildPlus.net](http://ChildPlus.net).
- Assist with the arrangement of appointments, transportation, referrals and payment for services for medical/oral services.
- Track the temporary exclusion of sick children throughout program year for suspected disease outbreaks and trends.
- Maintain well-supplied first aid kits and other necessary medical supplies appropriate for the classrooms/centers.
- Order and provide classrooms with necessary medical/oral health supplies.
- Process payment of services paperwork and maintain necessary in-kind documentation.
- Assist in the development, implementation and monitoring of medical/oral health policies and procedures. Monitor classroom for compliance.
- Work closely with the Health Services Advisory Committee to identify, plan and implement program health priorities
- Participate in screenings, clearance of files and Project Spotlights.
- Provide education on medical/oral health topics for staff, parents and children. Work with parents to improve medical health practices within the home environment.
- Schedule and conduct First Aid and CPR training for staff and parents. Maintain instructor certification.
- Serve as an advocate and role model for Head Start families. Recruit children for the program.
- Assist in the development and implementation of the training plan, including pre-service, in-service, T/TA, and ongoing training requirements.
- Attend and actively participate in training, staff meetings, and other meetings/trainings.
- Participate in ongoing monitoring, Community and Self-Assessment.
- Submit reports, documents, and files as directed.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Maintain effective working interaction with coworkers and outside contacts to enhance the program.
- Use and follow the policies/procedures of Head Start, federal, state and local regulations/laws, and federal regulations/laws including the Head Start Performance Standards, applicable transmittal notices, and other administrative orders/directions.
- Use and follow the policies/procedures of Mid Florida Community Services, Inc., including but not limited to Personnel Policies, Occupational Health and Safety policies, payroll policies/practices, etc.



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## **NON-ESSENTIAL/SECONDARY FUNCTIONS:**

Performs any additional duties as directed or assigned by supervisor, management staff, program director or Mid Florida Community Services, Inc. management staff. This description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.

## **JOB STANDARDS:**

Education: Associates degree in health education, approved practical nursing program, approved registered nurse program. Bachelor's degree in health care administration, or related field from an accredited college or university preferred.

Experience: Three years of experience working in the health care field, preferably working with children.

Licenses & Certifications: Preferred Licensed Practical Nurse, Emergency Medical Technician, or Certified Nursing Assistant. Valid Florida driver's license and be insurable by Company's current carrier. Subject to Federal, State and Local legal requirements/background checks/clearance for working with children.

## **CRITICAL SKILLS, ABILITIES, & EXPERTISE:**

Physical Requirements: These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the position. Sitting, standing for long periods of time, use of fingers, arms, hands and legs and voice/talking are constant. Good eyesight (correctable) and hearing (correctable) are essential. Squatting, walking, handling, grasping, stretching/reaching, bending at the waist, driving and light lifting and/or carrying (up to 15lbs) are frequent. Pushing, pulling, kneeling, balancing, turning, feeling, medium lifting and/or carrying (up to 30lbs) are occasional.

Equipment: Computer, facsimile, copy machine, calculator, multi-line phone and other small office and instructional equipment, playground equipment and vehicle.

Skills & Expertise: Ability to work with limited direction. Knowledge of organizational methods. Skills in completing work with a high degree of accuracy. Skill in developing policies, procedures and/or systems for implementing programmatic functions. Ability to evaluate programs and situations and make decisions for improvement. Ability to effectively communicate orally and in writing. Ability to establish effective working relationships with people, including coworkers, parents and children. Ability to analyze and interpret data. Ability to use and operate a personal computer. Skills in public speaking and public relations. Ability to work with children with special needs. Knowledge of pediatric medical health, prevention of diseases, and promotion of use and follow of medical services. Ability to maintain child and parent confidentiality.



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**CORE COMPETENCIES:** Communicates effectively, Demonstrates flexibility and resilience, promotes a continuous learning culture, inspires change, self-driven, organizational management, fosters integrity and honesty, manages conflict and crisis, builds and maintains relationships, reliability.

**ENVIRONMENTAL JOB FACTORS:**

Job Location: Primary location is the Head Start facilities in Hernando/Volusia County. Occasional travel to other counties.

Work Environment: While performing the responsibilities of the position, these work environment characteristics are representative of the environment the employee will encounter. Office environment and working alone and with others frequently. Working with office equipment is frequent. Occasionally outdoors and operates a vehicle.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**