



Serving Menominee, Delta, and Schoolcraft Counties
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Executive Director

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Early Childhood Director

From: Sharon Reisner, Administrative Assistant
Date: October 1, 2018
Subject: Job Opening

The Menominee-Delta-Schoolcraft Community Action Agency, Early Childhood Program, will have the following job opening in **Escanaba**:

HEALTH & DISABILITIES MANAGER: We have a full time, 40 hours/week, salaried position in the MDS CAA Early Childhood Program Administrative Office, Escanaba. Wages start at \$22.65 with a Bachelor’s Degree, \$23.57 with a Master’s Degree. **Education:** Bachelor degree in Health, Education, Health Administration or a related field is required. **Experience:** Administrative experience and/or experience working with families, pregnant women, and children aged 0-5 is preferred.

If qualified, please send your resume with the position applying for on the outside of the envelope to: MHS Reisner, 111 North 5th Street, Escanaba, Michigan 49829 no later than the end of the day, Monday, October 15, 2018.

Menominee Delta Schoolcraft Community Action Agency is an affirmative-action, equal-opportunity employer. MDS Community Action Agency programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY
Job Description

Program: Early Childhood
Job Title: Health and Disabilities Manager
Job Classification: Exempt
Reports To: Program Director
Supervises: Kitchen Aide, Record Clerk, HD Coordinator

QUALIFICATIONS

Experience: Administrative experience and/or experience working with families, pregnant women, and children aged 0-5 is preferred.

Education: Bachelor degree in Health, Education, Health Administration or a related field is required.

Other Factors: A standard 8 hour work day requires the ability to: **1]** primarily perform medium work—lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds; **2]** stand/walk for 1-4 hours; **3]** sit 5-10 hours; **4]** drive 1-3 hours; **5]** use hands for repetitive simple grasping, fine manipulation, pushing and pulling; **6]** use feet for repetitive movement as in operation of foot controls (driving); **7]** frequently bend, squat, twist body; and **8]** occasionally climb.

Must be available for flexible work hours to include days, evenings and/or weekends.

Must have reliable transportation, a valid driver’s license with no more than six points and ability to travel throughout a three-county service area on a regular basis.

Must abide by state requirements for Michigan Child Care Licensing to include health requirements, Central Registry clearance, and criminal history checks.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

MISSION STATEMENT

To prepare young children, prenatal to age five, for school readiness through high quality early education services and family engagement.

ESSENTIAL FUNCTIONS

1. Take lead on gathering data, analyzing data, and reporting outcomes to staff, governance and community for content area.
2. Take lead on maintaining compliance in areas that are relative to the position.
3. Research, implement, and evaluate program changes.
4. Develop and maintain a working knowledge of all relevant local, state, and federal regulations including but not limited to Head Start Program Performance Standards, Michigan Child Care Licensing Regulations and Public Health/Environmental Health Regulations.
5. Develop and maintain a working knowledge of the Child and Adult Care Food Program standards and requirements.
6. Serve as a consultant to the Escanaba Center Manager in the area of food services, CACFP, etc.
7. Work as a partner with the Senior Nutrition Program and public schools nutrition staff to provide and coordinate meal service to all classrooms.
8. Develop and maintain a working knowledge of community resources and processes for delivering services to children with a suspected or diagnosed disability.
9. Establish and implement policies needed to ensure effective and efficient services, record-keeping, reporting and monitoring system that ensures compliance with all health requirements and regulatory requirements related to serving children including children with special needs.
10. Ensure the delivery of high quality food services that meet or exceed all regulatory requirements through on-going, direct supervision of kitchen aide(s) to include: hiring recommendations, policy development and implementation, training, coaching, observation and feedback, monitoring, evaluation, disciplinary actions and the development and implementation of professional development plans, as needed.
11. Work in cooperation with the Nutrition Consultant when indicated.
12. Serve as a resource to staff and families for health and special needs information and provide assistance in accessing community health and special education resources.
13. Organize, implement and maintain active local Health Services Advisory Committees as outlined in the Head Start Program Performance Standards.
14. Assess, facilitate, implement and/or provide training to ensure compliance with regulatory requirements to include certified CPR and First Aid training for staff.
15. Assess, facilitate, implement and/or provide training to ensure compliance with CACFP / USDA regulatory requirements.
16. Develop and monitor implementation of program improvement plans when necessary.
17. Demonstrate respect for others by sharing information objectively and non-judgmentally and adjust verbal and written communication strategies for different audiences.
18. Maintain staff and family confidentiality by limiting conversations about them and access to their records to those directly involved in providing services to them and by ensuring that confidentiality policies are followed across the program.
19. Promote a collaborative, productive working environment by following established communication protocols, clearly articulating expectations, outcomes, and timelines, and using conflict resolution and negotiation skills when needed.
20. Develops and maintains responsive and positive relationships with children, families, and other staff.
21. Develop and maintain competency in the use of a variety of technology systems as directed by supervisor.
22. Establish and maintain an effective and efficient record-keeping, reporting and monitoring system that ensures compliance with all child development regulatory requirements.
23. Provide the Early Childhood Director with budget recommendations and monitor budget line items as assigned.
24. Development and implementation of ongoing professional development goals as approved and/or assigned.
25. Actively support program efforts to initiate and maintain community partnerships with emphasis in Health and Disability Services to promote communication, cooperation and sharing of information among local, state or national committees/advisory groups/boards to improve services to children and families.
26. Complete all documentation and reporting requirements in an accurate, efficient and timely manner.

27. Work as an active team member in planning, implementation, and evaluation of ECP goals and objectives.
28. Maintains regular and punctual work attendance.
29. Abide by all Community Action Agency/Early Childhood written policies and procedures.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. Nothing in this job description restricts Management's rights to assign or reassign duties and responsibilities to this job at any time.