

CHEYENNE RIVER SIOUX TRIBE  
HEAD START PROGRAM  
HEALTH/MENTAL HEALTH MANAGER

DESCRIPTION OF WORK

General Statement of Duties: Provide for the immediate supervision of the Health Component of the Head Start Program, and provide for the overall implementation of grant activities in accordance with Performance Standards and objectives of the Health Component. Organize screening for Students and track using CHILD PLUS.

Supervision Received: CR Head Start Director.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Coordinates the development, integration, and evaluation of the health Component into the overall operations of the Head Start Program. Conducts on-site Head Start site monitoring on a monthly basis in all sites for purposes of evaluating the Health Component activity implementation.

Provides training to staff and parents on topic areas incorporated into the Health Component of the Head Start Program. Assist the Disabilities Coordinator in coordinating Interdisciplinary Team Development and operation, and coordination resource service delivery.

Coordinates the Health Component evaluation and reporting requirements, including Program Information Report (PIR), Self-Assessment and other requirements.

Monitors and prepares reports (statistical; narrative) appropriate for measuring the criteria and outcomes of the Health Component services with respect to progress toward meeting component objectives, and Performance Standards.

Provides parents with technical assistance, training, materials, and other resources needed to educate their child on good health habits.

Establishes and works with a Health advisory committee for the Health Component. Coordinates the evaluation and revision of the Health Component for continuation applications in accordance with parents, Policy Council, staff and other appropriate resources, with reference made to the outcomes of the Annual Community Needs Assessment (CAN), PIR, Self Assessment and other assessment items.

Coordinates the implementation of all screening, assessment, referral IRP development, and service delivery for children regarding the Health Component. Enters all children's screening results into CHILD PLUS. Communicates and puts out a monthly calendar of screening of each classroom. Communicates screening dates to all staff and organizes transportation and volunteers to assist with screening process. Completes a yearly calendar of screening and follow up and sends to other managers for assistance. Communicates regularly with parents and classroom teachers. Must

assist with locating and contracting a certified and licensed mental health professional. Must assist with scheduling training for classrooms and staff.

Enter children's information on a daily basis in the CRST Head Start Child Plus tracking system for reports to complete the PIR, monthly reports and all other reports pertaining to the children files.

Maintains child assessment, referral, service, and other data and information in a manner consistent with Privacy Act, Confidentiality Act, and other regulatory provision. Assists with recruitment, PIR, etc.

Assists with recruitment, PIR, etc. Participate in all activities during the "Week of the Young Child". Assists with and attends graduation in your center, Annual Head Start Pow-wow, Field Day, etc.

Attends with and attends parent meetings, make reports to parents on your component area. The Health/Mental Health Manager is responsible to complete their component plans for the continuation of the five (5) year cycle grant application.

Other job- related duties as assigned by Program Director.

#### MIMIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Knowledge of Health and Safety. Ability to conduct staff and parent training, and prepare statistical and narrative reports. Knowledge of resource agencies and service providers to meet health needs of children.

Education: Must have a high school diploma or GED. Two year degree in Health or related field required, four year degree in Health is preferred.

Experience: Experience in health related field. Must have working experience using computers. Demonstrated competency in referral, screening, assessment, resource networking, learning activity development, IEP development, and related areas of competency applicable for serving children with health problems, and for the provision of health services for children.

Special Requirements: Must have a current driver's license (attach) and access to safe transportation. Must have a physical examination within ten (10) days of employment. Must have a tuberculosis (TB) test within ten (10) days of employment. Must start Hepatitis B vaccine series within ten (10) days of employment. If Hepatitis B vaccine series has already been administered, proof of documentation must be provided. Must be certifiable in First Aid & CPR.

Incumbent is subject to CRST Drug & Alcohol Testing Policy, also subject to Tribal/Local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013-CR.

Revised Date: 10.12.22