

# Health Services Coordinator

Greater Opportunities for Broome and Chenango

Binghamton, NY

Other

Full-time

Onsite

\$24.50 - \$24.50 an hour

Posted on June 10, 2025

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## Organization Statement

We help our surrounding communities with comprehensive services that include emergency assistance, advocacy, early education, and safe and affordable housing. The braiding of community resources and the building of effective partnerships, serves as the cornerstone for the foundation and success of our agency.

## Job Description

The Health Services Coordinator will oversee the delivery of health services and support the health component to ensure compliance with all applicable regulations pertaining to health and wellness of children and families enrolled in the Head Start program. The Health Services Coordinator must act in accordance with GO's mission and abide by its standard of conduct. It is required that this individual work cooperatively with as a team member and communicate effectively with others. The Health Services Coordinator must be able to work with persons of varying socio-economic, ethnic, and educational backgrounds.

## Responsibilities

1. Health Services Coordinator will ensure all health requirements of the grant are met. Specifically, ensuring that all children's needs are met and that inclusion of all children is supported.
2. Follow established health procedures as stated in Head Start Program Performance Standards, OCFS Day Care Licensing, and Health Component Plan. (RN will perform duties as Health Care Consultant as required by OCFS Day Care licensing)
3. Travel on a regularly scheduled basis to each center to perform all required duties including observing health practices and to provide feedback to the classroom staff and

## Family Advocates.

4. Provide height/weight screenings, vision screening, color perception, and audiological screenings to ensure all required screenings are performed within the first 45 days of a child's enrollment.
5. Work in collaboration with Family Advocates and parents to obtain physical and dental exams, facilitate needed health care, referrals, dental treatment, and lead testing.
6. Maintain health files for completion of all documentation for follow up of health and dental needs, documentation of allergy with type of reaction and current medications.
7. Meet with administrative staff on a regular basis in order to foster communication and team work.
8. Assist with orientation of new staff in the health component.
9. Complete Medical Administration Training (MAT) as required by OCFS Day Care Licensing to receive medications from parents as needed, work with parents and physicians to obtain medication orders and consents, and administer medications as needed.
10. Reviews Health and Dental documentation and enters required data into COPA.
11. Keep first aid supplies at all centers stocked to maintain compliance with OCFS Day Care regulations.
12. Provide approved health education and resources to children, parents, and staff.
13. Provide approved monthly health education in every classroom.
14. Serves as a facilitator of the Health and Nutrition Advisory Committee held twice a year.
15. Submit monthly report to Head Start Director documenting classroom educational activities, health data and concerns.
16. Coordinate Health areas of Self-Assessment and Community Assessment.
17. Prepare Program Plan updates for all assigned areas, and complete reports as needed including the NYS Immunization Survey, Quarterly Outcome Reports and PIR.
18. Monitors staff certification in CPR, First Aid and Medication Administration (MAT) in accordance with regulations. Arrange for or facilitates training as needed.
19. Work with local agencies to obtain test results (i.e., lead, hemoglobin, etc...)

## **Qualifications**

Licensed Practical Nurse with Associate's degree preferably with pediatric, school nurse or public health experience and one year of supervisory experience. Willing to obtain First Aid/CPR

Trainer Certification.

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Associate's Degree

## Application Instructions

<https://secure.entertimeonline.com/ta/OPPC.careers?CareersSearch=&lang=en-US>

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