

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**  
**JOB DESCRIPTION**

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**POSITION:** **CHILD HEALTH & SAFETY SUPERVISOR**      **DIVISION:** Early Childhood Development

**PURPOSE:** To assist the Head Start and Early Head Start programs in providing the optimal health and nutritional services to pregnant women, children and their families within federal and state guidelines.

**QUALIFICATIONS:**

Education: Bachelor's Degree in Special Education with emphasis in early childhood education, Psychology with emphasis in early childhood education, Social Work/Counseling with emphasis in early childhood education or related early childhood and mental health combination.

Experience: A minimum of one-year experience working with special needs infants, toddlers and preschool children and their families. One (1) year experience working in a supervisory or leadership level position.

**Skills, Abilities and Knowledge:**

- a. Knowledge of Performance Standards, policies, procedures, Head Start philosophy and program operations.
- b. Excellent interpersonal skills.
- c. Effective written and oral communication skills.
- d. Ability to maintain confidentiality.
- e. Problem solving ability where independent judgment may be needed.
- f. Ability to achieve goals with little supervision.
- g. Maintain any related/required certifications.
- h. Machine operations could include calculator, computer, photocopies, telephone, postage meter, etc.

**REPORTS TO:** Child Health & Safety Manager

**SUPERVISES:** Nutrition Specialist and Special Services Coordinators

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

Mental Concentration: Moderate concentration intermittently.

Interruptions: Occur constantly.

Physical Effort: Medium physical effort (up to 30 pounds) in predominantly sitting position.

Confidential Information Used: Personnel related information, mother, child and other family members' health, nutritional, economic and family environment information.

Special Demands: Moderate travel, potential eye strain

Special requirements: Current Act 33 and Act 34 and FBI/DPW clearance documentation at hire.

Valid PA driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum)

Duties may include any or all of the following. This list is intended to be representative.

01. Monitor the implementation of the Mental Health and Disabilities Services areas to ensure compliance with Head Start Performance Standards, Individuals with Disabilities Education Act (IDEA), and Americans with Disability Act (ADA), reviewing ChildPlus reports and Program Information Report [PIR] statistics.
  - a. Review annually and update as needed the Early Intervention agreements.
  - b. Ensure developmental screenings are complete within required timeframes.
  - c. Ensure children are referred to the Early Intervention providers as the need is identified and referrals are complete within the required timeframes.
  - d. Ensure children are receiving services as identified in their Individualized Family Service Plans/Individualized Education Programs by monitoring services provided and following up on identified concerns.

- e. Monitor the Early Intervention support staff and Behavioral Health Rehabilitation support staff assigned to classroom to ensure compliance with agency policies and procedures.
  - f. Attend IFSP/IEP meetings and meetings with Mental Health providers as needed.
  - g. Assure coordination of services provided by Mental Health providers to HS/EHS families.
  - h. Assure staff and families are provided support in addressing the social/emotional needs of the children through observations, staffings, trainings, and so on.
02. Monitor the implementation of the Nutrition service area to ensure compliance with Head Start Performance Standards, Child and Adult Care Food Program (CACFP), United States Department of Agriculture (USDA), and local health and state sanitation requirements, reviewing ChildPlus reports and Program Information Report [PIR] statistics.
    - a. Ensure special diets are completed monthly on children.
    - b. Assist in developing contracts with the USDA school district(s) and Food Service Management Company.
    - c. Monitor quality of meal service and ensure compliance of applicable standards.
    - d. Review menus and conduct monthly menu meetings with Food Service Management Company.
    - e. Work with Nutrition Specialist and Registered Dietician [RD] Consultant to plan monitoring visits at centers and food service management company's facilities.
    - f. Assist in identifying the needs of staff in providing a quality meal service program and plan a training program to meet their individual needs.
    - g. Work with the Child Health & Safety Team and Child Development and Education staff to establish, implement, and refine individual services and care plans for pregnant women to assist them in maintaining a healthy pregnancy with improved birth outcomes.
    - h. Work with the Child Health & Safety Team to establish individual nutrition care plans for families and staff.
  03. Observe staff as directed in carrying out job responsibilities in the Child Health & Safety service areas.
  04. Plan and/or conduct staff and parent trainings in the Child Health & Safety areas.
  05. Offer opportunities for involvement of parents in the Child Health & Safety services areas.
  06. Identify and involve community resources in training and technical assistance, Child Health & Safety services and maintain those resource relationships.
  07. Work with the Child Health & Safety Team, Registered Dietician Consultant, the Registered Nurse Consultant and the Family Wellness Consultant to establish procedures/policies for the Child Health & Safety services areas.
  08. Make recommendations for the ordering of equipment and supplies for the Child Health & Safety service areas.
  09. Work with the Child Health & Safety Team and other staff to aid families and staff in understanding the importance of healthy nutrition and wellness habits and behaviors in positive growth & development & healthy lifestyles.
  10. Plan and promote opportunities for parent involvement in the Child Health & Safety service areas.
  11. Plan, attend and participate in advisory meetings when necessary.
  12. Supervise direct reports: utilize approved management systems; delegate tasks using SMART goals; conduct timely and frequent observations and appraisals; evaluate and determine training or educational needs or action plans; develop Personal Development Plans; create and implement processes for ongoing communication; provide feedback and follow up; conduct investigations; provide discipline and/or Performance Action Plans as need is identified.
  13. Attend meetings and seminars as a representative for the corporation.
  14. Additional responsibilities as assigned or required.

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE:** I

**HOURLY WAGE:** \$19.65

**HOURS PER WEEK:** 40  
Non-traditional