



Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!

Why choose Rocky Mountain SER?

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
 - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
 - *We provide **Education for the Future!***



We are seeking a **Health and Nutrition Services Coordinator** for our Agency.

This is a regular **Full-Time / Year-Round** position. We offer excellent benefits including generous annual paid-time off allotment, paid holidays, paid winter break, medical, dental, vision, and supplemental benefits, and 401(k) employer matching program.

Under the direction of the Family and Health Services Assistant Director, this position applies professional expertise and coordination of child development, special education, mental and physical health and nutrition services to all children and families within the Agency's Early Childhood Education program. Facilitates communication with all program areas; parents; management staff and collaborating agencies regarding quality controls, training, services, and compliance monitoring for all students. Maintains appropriate records and adheres to all reporting requirements and monitors interagency agreements in these areas. Ensures adherence to all applicable performance standards.

DUTIES & RESPONSIBILITIES

- Develops and directs the implementation of quality and compliant nutrition and health services for all early learning programs.
- Supervise, train, coach and mentor the Health Manager, Disabilities Manager

and Nutrition Manager.

- Coordinates Nutrition initiatives with the Nutrition manager to ensure compliance with all Nutritional regulations and to also ensure quality in Nutritional services are being provided throughout all centers.
- Coordinates Health initiatives with the Health Manager to ensure compliance with all Health and screenings services are compliant and to also ensure quality in services provided throughout all centers.
- Coordinates Disabilities initiatives with the Disabilities Manager to ensure compliance with all Disabilities services are provided and screening and observations done in accordance with standards. Also, to ensure quality in services provided throughout all centers.
- Ensures services provided by outside entities (consultants, nurses, school districts, etc.) are properly contracted according to Agency standards.
- Provides routine and consistent reports and data analysis to the FHS Assistant Director and others as required to support Health, Disabilities and Nutrition initiatives to provide visibility of program and Agency objectives.
- Advises on the development of Nutrition and Health Work Plans with RMSER staff in accordance to the performance standards.
- Checks menu books for CACFP for complete and appropriate and accurate documentation.
- As appropriate, works with staff person in charge of inventory on a system for maintaining an inventory of kitchen supplies and equipment which is checked on a regular basis
- Assists in monitoring food preparation services, reviews menus and ensures that all required USDA/CACFP paperwork is completed and submitted. Coordinates with WIC, local food banks, etc. Attends the CACFP sponsor training and stays up-to-date on regulations and menu and food service requirements.
- Is knowledgeable of requirements in 45 CFR part 1304.23 and the CACFP regulations;
- Demonstrates responsible and professional behavior by participating effectively within the management team and across focus areas.
- Maintain records, completes and keeps confidential necessary documentation on children with special diets.
- Monitors and analyzes data on the effectiveness of the health, disabilities and nutrition service components.
- Ensures that children and families are linked to an ongoing source of continuous, accessible health care; (“Medical Home”) children are kept up to date on a schedule of well-child care that includes immunizations, and all time frames are met.
- Serves as an advocate for child health and sound child nutritional practices.
- Develops a training program for staff and parents in basic health and dental preventative care.
- Ensures proper collection of data for the health services portion of the PIR (Program Information Report) and other self-assessment instruments as required by the Office of Head Start. This includes reviewing data, reports and files to

ensure accurate and complete documentation is taking place.

- Participates in local Health Services Advisory Committees as needed.
- Monitors overall statewide compliance with Federal Guidelines and Performance Standards as well as state and local regulations in regard to Health, Nutrition and Disabilities.
- Demonstrates responsible professional behavior by participating effectively within and across component and program teams and within community collaborations.
- Represents Rocky Mountain SER Head Start in meetings with community agencies and organizations as required by the FHS Assistant Director.
- Travel is required. Up to 50% travel to locations throughout Colorado.
- Other related duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in Nutrition, Nursing, Social Work, Social Services, or other closely related field(s) required.
- Minimum of five (5) years in a lead management or senior management role.
- Experience in educational based nutritional and health programs, preferably in an early learning facility.
- Experience with nutrition and health regulations and compliance within educational and early learning settings.

SKILL REQUIREMENTS

- Knowledge of Head Start and Childcare licensing regulations and standards is very helpful but not required.
- Ability to react with flexibility and sensitivity to changing situations and needs; act resourcefully to solve problems.
- Demonstrates ability to express the appropriate sense of urgency in dealing with family situations that require additional resources and assistance.
- Must have intermediate to advance knowledge of MS Office (Excel and Word), email and data collection systems that support children and family case management.
- Must exhibit strong attention to detail and accuracy.
- Must have excellent communications skills (verbal, non-verbal, written, etc.).
- Demonstrates sense of urgency and mindful of deadlines with multiple and competing priorities.
- Ability to speak in group setting for training, presentations, etc.
- Must consistently demonstrate the utmost in confidentiality, professionalism, and respect to staff, community and all families.
- Experience in interacting with children and families that represent various backgrounds.
- Knowledge of the communities' dynamics and services available, including, knowledge of community based-organizations.
- Ability to relate with diverse family models and groups; maintain cooperative and effective relationships with staff, families and community agency representatives.
- Ability to multi-task and manage time effectively.

- English proficiency (reading writing, speaking) is required for all positions. Bilingual (English and Spanish) is an asset but not required.

SCREENING REQUIREMENTS:

Pre-employment criminal records check and drug test required.

To meet Head Start and Child Care Licensing Standards all staff must submit the following upon hire:

An initial medical statement, signed and dated by a licensed physician or other health care professional, verifying that the employee good health appropriate for their position. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment. A subsequent medical statement every 3 years.

Results of a Tuberculosis Test within 30 days after the date of employment. Subsequent testing requirements must be submitted as required in writing by a physician or other health care professional.

Finger print card for submission to Colorado Bureau of Investigation within 5 days of employment. The cost for the submission to CBI is the responsibility of Rocky Mtn. SER. If you have lived in Colorado fewer than 24 months your fingerprints will be sent to the FBI. A criminal record check will be performed pursuant to 7.701.33 of the General Rules for Child Care Facilities for the state of Colorado. Staff whose background check is not in compliance with the regulations will be terminated. Staff must submit a request for review of the Central Registry of Child Protection within 10 days of employment.

Motor Vehicle Record (MVR) and Valid Driver's License (for utilization of company car; in addition, if MVR is not acceptable according to RM SER insurance policy standards, employee will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance.

**To join our team, please send resume and cover letter to
resumes@rmser.org**



RM SER is an Equal Opportunity Employer