

# Five Sandoval Indian Pueblos, Inc.

## Position Classification and Description



<b>POSITION TITLE:</b>	Health/Safety/Nutrition Services Manager
<b>CLASSIFICATION:</b>	Exempt
<b>DEPARTMENT:</b>	Head Start Program
<b>SUPERVISOR:</b>	Head Start Director
<b>GRADE:</b>	E4
<b>HOURS:</b>	

### POSITION SUMMARY

The Health/Safety/Nutrition Services Manager is responsible for planning and administering program services for children and families. Services must be coordinated with staff in other program content areas and must include ongoing assessment of the quality of services provided.

### ESSENTIAL DUTIES & RESPONSIBILITIES

1. Plan, develop and administer the FSIP, Inc. Head Start Health/Safety/Nutrition Services program areas, ensuring an integrated and comprehensive system of services for children and families;
2. Provide training and guidance to staff, parents, and community members on a variety of pertinent topics in the area of health, safety, nutrition, family and community partnerships;
3. Ensure on-going monitoring, tracking, follow-up and analysis of health, safety, nutrition data
4. Collaborate with state and community partners for recruitment to enhance FSIP, Inc. Head Start Health/Safety/ Nutrition services;
5. Assist in planning and preparing special events or activities;
6. On-going professional development through education, role modeling, mentoring, and training including monitoring Professional Development Plans for cooks and maintenance staff.
7. Ensure coordination of Disaster preparedness.
8. Ensure coordination of communication with staff, parents, program consultants and community to enhance services to children and families;
9. Supervise and oversee work tasks and activities within the Health/Nutrition and Community Partnership components to ensure the full delivery of integrated service;
10. Collaborate with state and community partners for recruitment to enhance FSIP, Inc. Head Start Health/Nutrition services;
11. On-going professional development through education, role modeling, mentoring, and training;
12. Implementation and monitoring the CACFP (Child & Adult Food Care Program) program, including maintaining cost control, budget and inventory systems based on CACFP procedures.
13. Responsible for coordinating and tracking maintenance of vehicles and sites.
14. Ability to travel throughout FSIP, Inc. Head Start catchment area on a regular basis;
15. Work closely with all managers, classroom teaching team, and other site staff
16. Actively participate in meetings, which may include management, teaching team, center, committee, parent, parent policy, family reviews, city/state, agency, and board meetings.
17. Perform other duties as assigned.

### PROFESSIONAL and ETHICAL STANDARDS OF CONDUCT

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Work as a team member with all staff and maintain a positive work ethic.
- Adhere to NAEYC Code of Ethical Conduct.

### POSITION QUALIFICATIONS

#### KNOWLEDGE & SKILLS:

Required:

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- Ability to work as a positive team member;
- Ability to effectively communicate with community members and groups, staff, managers, and families both individually and in group settings;
- Ability to read aggregate and analyze data in fields relevant to position;
- Ability to use basic math skills, to compute rate, ratio and percent and to draw and interpret bar graphs;
- Knowledge of child development, adult learning and classroom facilitation and learning;

### Preferred:

- Conflict resolution skills, assertive, able to form alliances and partnerships with staff and public.
- A strong desire to succeed, patient, kind, creative, resourceful and strong problem resolution skills.
- Demonstrated ability to work in team environment.
- Excellent planning, written verbal communication and organizational skills.
- Ability to supervise staff, manage multiple tasks and organizational skills to foster team building through encouragement, shared decision-making including programs in other Native American communities.
- Able to collaboratively cross train in all areas and work with staff to extend theirs and other staff knowledge of other components and service areas of the Head Start Program.
- Ability to read, analyze, and interpret ChildPlus reports, periodicals, professional journals, technical procedures, and government regulations in fields relevant to position.
- Knowledge of traditional form of government and pueblo customs and traditions.

### EDUCATION:

#### Required:

- Baccalaureate or advanced degree in health, nutrition, family services, psychology, sociology or related field.

#### Preferred:

- Engage in continuing education and professional development activities such as trainings, workshops, and classes to meet required qualifications.

### TRAINING, LICENSING, CERTIFICATION REQUIREMENTS:

#### Required:

##### *Minimum*

- Maintain or must obtain within 90 days of employment:
  - Current CPR/First Aid certification
  - Food Handler's card
  - Negative TB screening.
- Reliable transportation, current New Mexico Driver's License and proof of insurance.
- Must pass a full background check
- Must pass a full drug screen
- Physical Exam required within 30 days
- CPR/1<sup>st</sup> Aid Certification

#### Preferred:

- Two years relevant experience in health services and services to children with disabilities.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher
- Knowledge or previous experience with Head Start.

### ABILITIES

- Ability to supervise and manage staff efficiently and effectively within the guidelines of FSIP Head Start policies and mandates;
- Ability to analyze task, define problem, collect data, adopt appropriate course of action and set and meet deadlines.
- Ability to interpret applicable federal, state, county, local and tribal laws, regulations, requirement ordinances and legislation.

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- Ability to function effectively in cross-cultural situations.
- Ability to work cooperatively as a member of a team.
- Knowledge of child development, adult learning and classroom facilitation and learning;
- Ability to use a positive approach in directing and redirecting child behavior.
- Excellent planning, written verbal communication and organizational skills

### EMPLOYMENT REQUIREMENTS

- Able to provide own reliable transportation to meet work schedule and job duties and responsibilities.
- Manual dexterity sufficient to operate a computer and office equipment.
- Able to withstand exposure to adverse weather conditions.

### WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly:

- Required to sit; use hands to finger, handle or feel objects, keyboards, tools or controls; reach with hands and arms; speak and hear.
- Required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl.
- Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- High level of daily repetitive motion with hands and arms in cleaning activities.
- Frequent daily bending and lifting of up to 55 lbs., items lifted from floor and worktables/counters.
- Possible exposure to blood and bodily fluids or tissues.

Possible exposure to communicable diseases.

### OTHER POSITION INFORMATION

#### Ability to Operate Equipment:

- Must be able to travel as needed.
- Position based to report to Central Office
- Year-round employment

Policy Council Approval Date: \_\_\_\_\_

Tribal Council Approval Date: \_\_\_\_\_

Updated: 3/10/2025 (lt)