

Job Title	Health Services Coordinator
Employer/ Agency	Harris County Department of Education
Job Description	<p>Primary Purpose: To develop, implement, monitor and coordinate the Health Services area in accordance with all applicable guidelines and to train, mentor and support staff to achieve program goals.</p> <p>Major Responsibilities and Duties:</p> <ol style="list-style-type: none"> 1. Model HCDE and Head Start's mission, vision, and values. 2. Work with interdisciplinary teams to ensure integration and consistent delivery of all Head Start services. 3. Develop a written plan and procedures for implementing the Health Services component of the program. 4. Oversee the maintenance and accuracy of health records (such as dental exams, physical exams and immunizations) and program data to ensure compliance with reporting requirements. 5. Regularly review program reports to monitor compliance in Health Services and other program areas. 6. Provide training on program procedures, case management services, family engagement, preventive health and early intervention. 7. Provide technical support and guidance to program staff as needed. 8. Facilitate regular meetings of the Health Services Advisory Committee. 9. Maximize program resources through the community and affiliated agencies. 10. Maintain the confidentiality of information. 11. Perform other duties as assigned.
Qualifications	<p>Qualifications:</p> <p>Education/Certification:</p> <ul style="list-style-type: none"> • Bachelor's degree from an accredited university in Public Health, Health Administration, Health Education, Nursing or related field • Master's degree preferred <p>Special Knowledge/Skills:</p> <ul style="list-style-type: none"> • Strong written and verbal communication skills • Strong critical thinking and decision-making skills • Ability to interact with diverse populations • Ability to identify and solve problems • Ability to work cohesively on an interdisciplinary team • Proficiency with a variety of software, including Microsoft Word, Excel, PowerPoint, Publisher and Access • Bilingual (English/Spanish) speaking skills preferred
Salary/Hours	\$55,842 - \$57,550
Employer/Agency	Harris County Department of Education
City, State, Zip	Houston, TX
Contact Person	Laura Nilon
Contact Title	Human Resources Coordinator
Telephone Number	713-696-8287
Email Address	kduke@hcde-texas.org
Application Method	https://hcdetexas.tedk12.com/hire/ViewJob.aspx?JobID=887
Opening Date	Immediately

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