**Job Title**
Health Services Coordinator

**Employer/ Agency**
Harris County Department of Education

**Job Description**
**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.

**Major Responsibilities and Duties:**
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**

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**Education/Certification:**
- Bachelor’s degree from an accredited university in Public Health, Health Administration, Health Education, Nursing or related field
- Master’s degree preferred

**Special Knowledge/Skills:**
- 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**

**Opening Date**
Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.