

DEPARTMENT: Admin./Personnel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes \_\_\_ No \_\_\_)

Adopt this resolution to approve the attached revised class specification for the position of Health/Nutrition Coordinator and approve filling this vacant 80% permanent part-time position for the Head Start Program.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

The original class specification for this position was designed to include registration as a member of the American Dietetic Association in order to comply with the health and nutrition components of the Head Start Program. This registration made recruitment for the position extremely difficult. Further, elimination of this professional registration requirement will create parity in the level of minimum qualifications with the Social Services/Parent Involvement Coordinator position; the salary range is the same for both coordinator positions. Subsequent to the resignation of the first coordinator, the Head Start Program has entered into a Personal Services Agreement with a Registered Dietitian in order to provide all required and necessary professional nutrition services. It is contemplated by the program to continue to provide this level of professional service by use of contract services on an as needed basis.

The request to fill the vacant 80% permanent part-time position is required to maintain the Head Start Program in Mariposa County at its current level. This position is grant funded, and there will be no impact on the General Fund of the County.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the requested revision to the class specification; recruitment for the position would be very difficult. Make any changes necessary to the class specification as deemed necessary by the Board.

Do not approve filling the current vacant position. This would have a severe impact on the overall functioning of the Mariposa County Head Start Program.

COSTS: (X) Not Applicable  
A. Budgeted current FY \$  
B. Total anticipated costs \$  
C. Required additional funding \$  
D. Internal transfers \$  
SOURCE: ( ) 4/5ths Vote Required  
A. Unanticipated revenue \$  
B. Reserve for contingencies \$  
C. Source description:  
Balance in Reserve for Contingencies,  
if approved: \$

SPECIAL INSTRUCTIONS:  
List the attachments and number  
the pages consecutively:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CLERK'S USE ONLY:  
Res. No.: 95-423  
Vote - Ayes: 4  
Absent: \_\_\_\_\_  
( ) Approved  
( ) Minute Order Attached  
Ord. No. \_\_\_\_\_  
Noes: 0  
Abstained: 0  
( ) Denied  
( ) No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:  
This item on agenda as:  
 Recommended  
 Not Recommended  
 For Policy Determination  
 Submitted with Comment  
 Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.  
Date:  
ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By: \_\_\_\_\_  
Deputy

Comment: \_\_\_\_\_  
A.O. Initials: *[Signature]*

MARIPOSA COUNTY

**JOB TITLE:** Health/Nutrition Coordinator

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Responsible for coordinating the Head Start Health and Nutrition Components in accordance with Federal and State guidelines and local program plans. This position provides liaison with local health providers and community agencies, works closely with the program's registered dietitian, Head Start teachers and coordinators, and provides supervision of cooks.

**SUPERVISOR:** Head Start Program Director

**TYPICAL DUTIES:**

- Participates in overall planning and management of the Head Start Program as a member of the Head Start management team.
- Provides health and nutrition training/information to staff and parents as appropriate.
- Assists in the development of overall program and staff/parent training plans.
- Annually reviews the Health and Nutrition Component Plans and revises as necessary.
- Develops and coordinates process for completing required medical/health screening. Coordinates with CHDP Program Directors and local medical providers.
- Completes health screenings when appropriate - including performing vision, hearing, and blood pressure screenings.
- Assures all health records for children are complete and up-to-date. Monitors compliance with Head Start Health Performance Standards and California State Licensing Requirements.
- Reviews screening results and ensures follow-up treatment is provided as necessary.
- Develops and coordinates Head Start Health Advisory Committee; convenes two meetings per year.
- Coordinates dental screenings including soliciting volunteer dentists and/or negotiating dental exam fees.
- Coordinates the health needs of children with disabilities enrolled in the Head Start Program.

MARIPOSA: Health/Nutrition Coordinator

**TYPICAL DUTIES:** (Cont'd)

- Reviews screening results and ensures that follow-up treatment is provided when necessary. Coordinates and authorizes follow-up dental services. Maintains dental budget.
- Provides dental disease prevention education to staff, parents and children.
- Coordinates and monitors Child Care Food Program in Head Start Centers, ensuring compliance with CCFP and Head Start Nutrition Performance Standards. Submits monthly reimbursement report to CCFP. Monitors food service budget.
- Supervises Head Start cooks and monitors food service sites. Monitors menus to assure high quality feeding program. Provides training to cooks to improve food service and sanitation techniques.
- Plan nutrition education program with staff, parents and children. Participates in staff training. Writes monthly nutrition newsletter for parents.
- Assess the nutritional status and special needs of children. Provides necessary nutrition counseling for parents.
- Interpret Head Start nutrition service philosophy to professionals in other agencies; utilize community resources in carrying out total nutrition program.
- Other duties as assigned.

**EMPLOYMENT STANDARDS**

**Possession of:**

- a valid California driver's license
- fingerprint records filed with the State Department of Social Services, Community Care Licensing
- Tuberculosis clearance at time of employment and annually thereafter

**MARIPOSA: Health/Nutrition Coordinator****Knowledge of:**

- Head Start and familiarity with Head Start Performance Standards
- working knowledge of Child Care Food Program requirements
- community needs and resources
- working knowledge of child development and child health issues
- correct English usage, grammar and punctuation
- proper office methods, procedures and practices including filing systems, receptionist and telephone techniques
- computer operations
- letter and report writing

**Ability to:**

- maintain records and write reports
- organize time/work and to work with a minimum of supervision
- Utilize good communication skills and be able to communicate effectively with people of varying cultures and education levels
- operate various pieces of office equipment including computers
- understand and execute oral and written instructions
- establish and maintain effective working relationships with those contacted in the performance of duties

**MINIMUM QUALIFICATIONS:**

- Equivalent to completion of 60 units from an accredited college or university with substantial course work in Foods and Nutrition or a closely related field, or two years of experience in nutrition, public health or a related field. Experience working with low-income parents is desirable.

creation date: 4/93  
Revision Date: 11/95 (B/S 95-473)  
HealthNut.frm