**YOUTH IN NEED**

**JOB DESCRIPTION**

**BACKGROUND**

**Job Title:**  Family, Health and Nutrition Associate

**Reports To:** Health Manager

**FLSA Status:** Non-Exempt

**PURPOSE OF JOB:** To assist in providing high quality Family, Health, Nutrition, and Safety services including but not limited to providing guidance, resources, monitoring and other health initiatives required by the Head Start Performance Standards to ensure comprehensive services are delivered to the Early Learning Programs children and families.

***Program Foundations***

* Contribute to Youth In Need’s Mission: *To build on the strengths of children, youth and families so they find safety, hope and success in life.*
* Share Youth In Need’s Vision: *Youth In Need will be the leader and driving force for future generations in helping children, youth and families to realize their potential and positively impact their communities.*
* Embrace the Strengths Based Philosophy: *Youth In Need recognizes and emphasizes the strengths of all staff, children, youth and families*.
* Value Youth In Need’s Culture of Inclusion and Diversity. *Youth In Need’s Diversity Definition: Believing in the power of potential, Diversity is intentionally embracing and valuing the differences and similarities, both visible and invisible, that make us who we are—one community. Together our attitudes, actions, policies and physical environment are vital to ensure that all feel comfortable, respected and included regardless of race, sex, gender identity or expression, age, income, faith, ability, political affiliation, sexual orientation or cultural background.*
* See, Say, Do! Stay alert and engaged at all times. If a concern arises regarding safety or quality, communicate the concern and take action to improve the situation.
* Uphold ethical practice, transparency, professionalism, confidentiality and personal accountability in all work.
* Collaborate with and mentor others.

**ESSENTIAL RESPONSIBILITIES:**

1. **Support the Family, Health and Nutrition Team in planning and development (75%)**
* Assist in health screening coordination with community stakeholders.
* Scheduling, coordinating and facilitating health events in the Clinics, Med Rooms and on the Medical Van.
* Drive the Medical Van to scheduled health events and coordinate with on-site staff and medical professionals.
* Assist in Medical Van maintenance, oil changes, licensing, etc.
* Assist with Nutrition Manager with onsite kitchen reviews.
* Participate in tracking center-based injury/illness reports to determine illness trends.
* Maintain Show Me Vax review authorization, monitor immunization status of children monthly, update findings in Child Plus and notify staff.
* Assist in program wide tracking of PIR for Family, Health, and Nutrition follow up data.
* Support monitoring for any specialized grant needs per Health Manager.
* Assist Health Manager in preparation, set up and clean-up of Health Services Advisory Committee Meetings.
* Assist the Family and Community Engagement Director with the biannual Parent Gauge surveys, including running reports and data entry into Word and Excel documents.
1. **Teamwork (15%)**
* Utilize agency resources and technology to assist direct service staff with locating health resources available in their respective communities.
* Provide training and assistance to Early Learning Programs staff in operating evidenced based screening equipment and completing vision and hearing screenings.
* Build and maintain professional relationships with Community Stakeholders.
1. **Professional Development (5%)**
	* Actively participate in Professional Development opportunities and incorporate information from training and guidance into practice to improve quality.
	* Attend all required trainings, meetings and complete necessary certifications as required.
	* Develop and work towards professional development goals in collaboration with your supervisor.
2. **Additional Responsibilities (5%)**
* Perform additional duties, as needed.
* Travel to all program sites regularly

**Required Education and Credentials**

High school Diploma or equivalent

**Knowledge**

Child health and development

Community health resources

General health concepts of Adult and Children

Head Start/Early Head Start Performance Standards preferred.

Individual must be sensitive to the socioeconomic and cultural characteristics of the service population.

Knowledge of Microsoft office products and ability to navigate program specific software.

Ability to be CPR & First Aid certified-required.

**Experience Preferred**

Community Health and Public Health

School Setting

Clinic

**Skills**

Verbal and written communication

Organization, time management, and the ability to handle multiple priorities/tasks.

Intermediate knowledge of Microsoft office products, including understanding of relational databases, electronic file management and other specific software, including Adobe.

Preferred knowledge of SharePoint, Child Plus, and Head Start Performance Standards.

Attention to detail and problem solving.

Must maintain confidentiality.

**Environmental Conditions**

This job operates throughout YINs service area including but not limited to; clinic, centers, offices, community locations, YIN sites, the mobile health van and from home. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**PHYSICAL REQUIREMENTS**

When performing the duties of the job, the employee is regularly required to talk, hear and write.

**Driving Requirements**

Class E Driver’s License – Required

Ability to Operate the Mobile Health Van

Travel required throughout Youth In Need Service Area

Must be insurable under Youth In Need auto liability coverage (see Employment Screening Policy).

**Written By:** Carrie Williams

**Approved By:**  April Gabel

**Approval Date:** 11/21; 9/22; 2/23

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Printed or Typed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Note: This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities expected to meet job standards.

YIN is committed to equal opportunities for all applicants and employees without regard to ability/disability, age, ancestry, color, cultural background, faith/religion, gender, gender identity, gender expression, genetics, income, marital status, national origin, political belief/affiliation, pregnancy, race, sex, sexual orientation, veteran status, or any other characteristic protected by applicable law.