



MESCALERO APACHE TRIBE

Job Announcement

Position Title: Health & Safety Manager
Department: Head Start
Employment Status: Non-Exempt
Opening Date: May 2, 2024
Grade: NE8
Closing Date: May 17, 2024

Job Summary

Coordinates, implements, accesses, and ensures the mental health, health/safety and services for children with disabilities enrolled in Head Start.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Develops a Mental Health Service Plan and Health Service Plan for Head Start. Ensures plans are fully implemented to ensure children and families receive full benefit of services.
- Ensures all children receive screening and physical exams within 45 days of enrollment.
- Tracks and maintains records on health screenings, immunizations, physicals, and follow-up screenings.
- Controls and dispenses all medications for children.
- Assists teachers with health related topics for lesson plans.
- Coordinates health services in conjunction with other health agencies.
- Assists in the compilation of data and information for the Program Information Report and family outcomes. Generates, submits, and presents information and reports to Coordinator regarding: training; concerns; IPE progress, general progress of health and mental health component; and other pertinent information.
- Coordinates and chairs Health Advisory Committee. Attends and participates in other meetings and committees.
- Assists in the development of operational policies and procedures for complying with the Head Start Performance Standards and Regulations, Indian Health Service, Environmental Health Department, Part B/C Regulations.
- Develops and implements policies and procedures for assuring all health/mental health services goals and objectives for family health outcomes are tracked, reported and achieved.
- Participates in family conferences addressing the health, mental and service needs of children and families.
- Makes referrals and completes follow-up with providers for services needed by children and families.
- Signs off on daily checklists for both sites.
- Tracks and reviews incident reports.
- Oversees, plans, provides, and organizes safety programs and training to promote safe working conditions and environment.
- Ensures all building and playground inspections are completed. Follows-up on any issues and ensures repairs meet safety standards.
- Ensures First Aid Kits and emergency response bags are stocked and ready for use.
- Monitors and takes appropriate action for pest control.

- Ensures the cleanliness and safety of materials, building, classroom, and playgrounds by performing routine inspections.
- Prepares articles for the monthly newsletter.
- Documents and reports any known or suspected instances of child abuse.
- Prepares and submits monthly and quarterly reports and other special reports as required.
- PerformS other duties as assigned.

Minimum Qualifications

- Bachelor’s Degree in Public Health or related field; or an Associate’s Degree in Nursing and a Registered Nurse License.
- Three years experience working with children on health and safety issues.
- Bilingual English/Apache preferred.
- Must be 18 years of age or older.
- CPR and First Aid Certified.
- Must obtain and maintain Food Handler’s Card.
- Must be able to pass a physical exam within 45 days of hire.
- Must have a valid NM Driver’s License.
- Must be able to work a nine hour day with a lunch.
- Must be willing to work an evenings, weekends and holidays.
- Must successfully pass a pre-employment drug/alcohol screen, background investigation and have a negative Tuberculosis.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of principles and practices of early childhood development and care.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Knowledge of the principles, practices and methods of preschool curriculum development.
- Knowledge of early childhood learning methods.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Skill in displaying mature, patient, and understanding behavior.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparing reports and correspondence.
- Ability to lead and guide the work of others.
- Ability to supervise and ensure a safe learning environment for children in a classroom setting.
- Ability to adapt curriculum to meet the needs of all children including “at-risk”, special needs, gifted, and culturally diverse populations.
- Ability to use excellent communication skills with especially good listening skills.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to respect the dignity of each family, culture, customs and beliefs.
- Ability to work professionally and cooperatively with staff, parents, and community members
- Ability to maintain confidentiality.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; stand; use hands to finger, handle, or feel; and reach with hands and arms above shoulder level. The employee frequently is required to walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to climb or balance; and smell. The employee occasionally lifts children. The employee must lift and/or move up to 50 pounds.

Work Environment:

Work is generally performed in a childcare center, classroom environment and outdoors with high noise level. Exposure to bodily fluids, urine, or feces of babies or infants and small children. Exposure to unpleasant odors and infectious disease. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts may be required.