



POSITION ANNOUNCEMENT

Health Services and Nutrition Coordinator

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasadedonpedro.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks a Health Services and Nutrition Coordinator who will support the Head Start Director with coordinating the direct comprehensive health services for children and families that include a range of medical and dental services and follow-ups in accordance with goals and Head Start contract requirements. To be successful in this role, the coordinator will also be responsible for overseeing meal services for all Head Start centers serving children aged zero to five, ensuring adherence to guidelines established by the USDA, Department of Health and Human Services, CACFP, the Office of Head Start, as well as various state, county, local and agency regulations. The coordinator will be an integral member of the Early Childhood Pillar and contribute to the efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

Health Services

- Assist in recruiting prospective families and assist in the enrollment process by coordinating and facilitating intake process for children with health and nutrition concerns.
- Collaborate with parents to promote children's health and well-being by providing medical, oral, nutrition and mental health education services that are understandable to individuals, including individuals with low health literacy.
- Complete individualized health and treatment plans as needed.
- Conduct and document follow-up on all referrals to ensure that the needs of children are met.
- Develop and maintain partnerships with local agencies to assist families in the referral of health-related services in the local community.
- Disseminate health information to sites as needed.
- Ensure safety is a priority in performing all job responsibilities.
- Facilitate ongoing professional development training on how to implement and enforce a system of health and safety practices that ensures children are always kept safe.
- Ensure all parents are included as partners in the health and well-being of their children in a linguistically and culturally appropriate manner and communicate with parents about their child's health needs and development concerns in a timely and effective manner.
- Keep inventory of supplies and materials needed (related to health and safety).

- Maintain health records in hard copy and Child Plus database and ensure an effective system of tracking, follow-up, and confidentiality.
- Maintain medication list for all centers
- Make certain the Mental Health and Health Services Advisory Committee remains active and meets at least twice per year to ensure compliance.
- Monitor health section of children's files on an ongoing basis, reporting all outcomes to funders and executive leadership.
- Monitor, guide, and support staff, providers, and families with children who have medical concerns across LCDP pillars as needed.
- Organize and facilitate the Mental Health and Health Services Advisory Committee (MHSAC) activities including Head Start parents, professionals, and other community volunteers.
- Participate in ongoing program evaluation, planning process, and annual self-assessment.
- Plan and conduct/organize CPR, First Aid and other health related training for staff and parents.
- Provide support for effective classroom management and positive learning environments; supportive teacher practices; and strategies for supporting children with challenging behaviors and other social, emotional, and mental health concerns.
- Responsible for accurate collecting and tracking health data and ensuring compliance.
- Support the enrollment team with initial enrollment process by reviewing all health documents before children start program.
- Work with families directly to ensure the completion of child health requirements and other required screenings and assessments as they relate to contract requirements Office of Licensing.
- Work with families to support the completion of children's medical and dental screenings and ensure follow-up treatment care is completed within established contract requirements. Also works with families to ensure children's hearing and vision screenings are completed within 45 days of entry into the program.

Nutrition

- Design and implement a nutrition services program that is culturally and developmentally appropriate, meets the nutritional needs of and accommodates the feeding requirements of each child, including children with special dietary needs and children with disabilities.
- Assist with contract negotiation for the purchase of food and kitchen supplies.
- Ensure program CACFP compliance and files all required reports in a timely manner.
- Responsible for reviewing files of all referred to nutrition, to find possible food allergies and other dietary substitutions.
- Coordinate all food substitution menus and meal plans with parents, staff, and vendors.
- Monitor food expenses, including ordering and inventory, as well as kitchen and program supplies.
- Perform semi-annual classroom monitoring for safe nutrition practices and compliance with Head Start Performance Standards.
- Supervise and meet regularly with Nutrition Coordinator for reflective supervision and support.
- Provide ongoing professional development training in food handling, sanitation, nutrition, and areas concerning nutrition and healthy eating.
- Work in collaboration with the Fiscal Department in submitting required applications and monthly reporting for the Child and Adult Care Food (CACFP) and Summer Meals program.
- Oversee daily operations of kitchen support staff.
- Disseminate nutrition information to sites as needed.

Educational, Required Skills and Experience Requirements:

- Bachelor's degree in health, nutrition, or a related field.
- Minimum of five years' experience in health/nutrition administration for young children.
- Experience working with children in the birth to five population.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, and Teams).
- Bilingual proficiency (English/Spanish) is highly preferred.
- Strong organizational skills and attention to detail.
- Ability to handle confidential information discreetly.
- Positive leadership and teamwork commitment.

- Ability to work independently and in a team setting.
- Critical thinking and problem-solving skills.
- Ability to work in a fast-paced environment and maintain professionalism.
- Strong interpersonal skills.
- Ability to read and interpret documents, write reports and correspondence, and speak effectively before various audiences.
- Knowledge of Head Start Program Performance Standards is required.
- Knowledge of New Jersey Licensing and CACFP nutrition regulations.
- Working knowledge of specialized practices, kitchen equipment, and procedures is required.
- Ability to communicate and work with diverse families and professionals.
- Proficiency in other languages is considered an asset.

Physical Requirements:

- Must pass a physical examination, TB test, and background check.
- Must possess a valid New Jersey driver's license, maintain a good driving record, and have access to a car.
- Ability to commute to various locations, including community sites and meetings.
- Capable of prolonged standing, walking, sitting at a desk, and working on a computer for extended periods.
- Proficiency in using computers and office equipment.
- Must be able to carry a child weighing up to 50 lbs.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-time
- **FLSA status:** Exempt
- **SOC code:** 11-9011
- **Reports to:** Head Start Director
- **Schedule:** Monday – Friday (Core business hours are 8:15 am – 4:15 pm, with flexibility required to accommodate scheduling needs, including evening and weekend hours)
- **Compensation:** Annual Salary of \$75,000
- **Fringe Benefits:** Health, employee assistance program, Teladoc program, vision, dental, life insurance, paid time off, paid sick leave, and 401k retirement plan offered with a 4% employer match.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with “**Health Services and Nutrition Coordinator**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.