



Employment Opportunity  
Butler County Educational Service Center  
November 5, 2020

POSITION: Health Manager

DESCRIPTION: To ensure that the health and safety needs are met on children enrolled in the Head Start/Early Head Start program; to promote preventive health care and to link families with the appropriate health and safety care system per Head Start Standards, Ohio Preschool Programs Licensing rules/regulations and BCESC policies and procedures.  
To provide health visits to newborn children and their mothers per Head Start Standards.

QUALIFICATIONS:

- Registered Nurse, Bachelor's degree.
- Two (2) years' experience in record management, budgeting and health services.
- Willingness/ability to work as a team member.
- Good written and verbal communications skills
- Experience working with diverse populations.
- Able to use technology to effectively manage data and information.
- Able to use a variety of communication methods to build relationships
- Good organizational and time management skills
- History of good job attendance.
- Valid Ohio driver's license with good driving record and daily access to a personal vehicle.
- Must pass criminal background check, and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- To supervise the Health Program Area for Head Start/Early Head Start in the provision of comprehensive health and dental services to all enrolled children.
- To assist families in locating and accessing appropriate medical and dental services.
- To ensure compliance with Head Start Performance Standards, Ohio Department of Early Childhood Education, and the Butler County Board of Education and county regulations.
- To evaluate, document, and maintain required health information for each enrolled child.
- To prepare and maintain required reports, correspondence, and documentation related to health and dental components.
- To supervise and evaluate the Health and Nutrition area staff.
- To plan and provide training for staff, parents and children relative to principles of health, dental, and nutrition education.
- To collaborate with program area staff in planning activities that meets the needs of the total program.
- To plan and conduct Early Childhood Development and Health Services Advisory Committee meetings.
- To develop, maintain and implement a comprehensive plan for the Health Area, in conjunction with parents and staff coordinated with areas of the Early Childhood Education Services Program areas; monitor compliance.
- To monitor the record management and the dispensing of medication with physician approval and appropriate parents' consent.
- To investigate and document health problems or concerns; formulate plan, and consult with staff.
- To prepare required reports and correspondence.
- To assist with establishing and maintaining the health budget.
- To attend meetings as required.
- To assist the Director in preparation of budgetary allocations and planning for the Health area.
- To consult for other school districts and programs that need assistance.
- To serve as Wellness Coordinator for the Butler County Educational Service Center.

- To work with ESC programs to help manage the medications for children within their school building.
- To assist with employee health issues; including health plans.
- To report the presence of unauthorized or atypical visitors.
- To confer with supervisors regarding progress, concerns and recommendations.
- To maintain records and files as required.
- To plan and organize own work to meet priorities.
- To meet deadlines (daily, weekly, monthly, quarterly, and yearly).
- To maintain confidentiality in district matters.
- To continuously update and improve professional competence.
- To perform other duties consistent with the position as assigned.

#### OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in the students the belief in and practice of ethical principles and democratic values and wellness skills.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, building policies and procedures, public relations, and state and federal reporting.

Ability to: Interpret policies and procedures, work successfully in a culturally diverse environment, follow instructions, operate patient skill equipment, communicate effectively, maintain files and reports, collect data; schedule; and lift moderate amounts of weight; bend, squat, lift and carry, stand and sit; transport self and materials to workplace.

Skill in: Basic math, English and communications.

#### EQUIPMENT OPERATED:

Computer, blood pressure cuff, copier, monitors, audiometer, MTI camera, ear scan, tympanography, patient skill equipment (i.e. continuous feed pump, stethoscope, syringes/tube, thermometer), projectors, VCR and other instructional-related audiovisual equipment.

#### ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to construction hazards; attends functions or performs duties outside normal working hours.

Periodic: Exposure to inclement weather driving conditions and severe weather, heavy equipment, unruly children/adults.

Frequent: Exposure to blood, bodily fluids and tissue.

#### TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non - prescribed controlled substance use in the workplace throughout his/her employment in the District.

## EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

**STARTING DATE:** As soon as possible  
**SALARY:** Based upon education and experience  
**BENEFITS:** Excellent benefits for all full time employees  
**WORK YEAR:** Full Time – 230 days  
**DEADLINE:** Until filled  
**APPLY TO:** [Application](#)

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The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Laura Theiss by the deadline.