DEPARTMENT: County Counsel  BY: Jeffrey G. Green  PHONE: 209/966-3625

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___  No_X_)

Adopt this resolution approving the attached new class specifications for the 80% Permanent Part-Time position of Social Services/Parent Involvement Coordinator at a salary range of 131-147.5 and the Extra-Help position of Health/Nutrition coordinator at a salary of $8.29/hour. Recruitment and maintenance of these positions is contingent upon continued receipt of grant funding.

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."

These positions are required to complete staffing requirements for the Head Start Program once the Head Start Program Director has been appointed. The Board has often supported a Head Start Program, and Resolution 92-534 appropriated unanticipated revenues ($240,986) and acceptance of a Financial Assistance Award from the U.S. Department of Health and Human Services, Administration for Children and Families regarding the Mariposa County Head Start Program.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve these proposed class specifications and salary range/salary; this would preclude the ability to adequately staff the Head Start Program in Mariposa County.

Revise these class specifications and salary range/salary as deemed necessary.

COSTS:  (X) Not Applicable
A. Budgeted current FY
B. Total anticipated costs
C. Required additional funding
D. Internal transfers

SOURCE:  () 4/ths Vote Required
A. Unanticipated revenues
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.: 93-194  Ord. No.________
Vote - Ayes: 5  Absent: 0  Abstained: 0
( ) Approved  ( ) Denied  ( ) Minute Order Attached  ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date:  ATTEST:  MARGIE WILLIAMS, Clerk of the Board
By:  County of Mariposa, State of California
      Deputy

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

Comment: ___________________________________________

A.O. Initials: _____________________________________

Action Form Revised 5/92
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 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.
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 dental exams and observational information. 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

- Current registration or ability to register as member of the American Dietetic Association
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
- understand and execute oral and written instructions
- establish and maintain effective working relationships with those contacted in the performance of duties

A typical way to gain the knowledge, skill and ability outlined above is:

- 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.
MARIPOSA COUNTY

JOB TITLE: Social Services/Parent Involvement Coordinator

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Responsible for overall development and coordination of the Parent Involvement Component in the Head Start Program. The Social Services/Parent Involvement Coordinator works with the Director, other coordinators, and local area staff to enhance parent participation in all areas of the program, including Parent Policy Council, local parent groups, in the classroom as volunteers, and parent education. Oversees the Social Services Component with focus on recruitment/enrollment, identification of liaison with community resources, social service, and assistance to area staff.

SUPERVISOR: Head Start Program Director

TYPICAL DUTIES:

- Develops and coordinates an organized approach to parent orientations, parent meetings, Parent Policy Council elections, parent participation in the classroom and other parent activities throughout the Head Start Program.

- Assists local area staff in planning and organizing parent activities in the local areas.

- Participates in local parent group and education activities as necessary.

- Assists Head Start Director with Parent Policy Council training and other PPC activities.

- Works with staff and parents to identify parent interests and develop parent education activities.

- Develops and oversees program-wide recruitment plan.

- Ensures compliance with local Head Start and ACYF enrollment requirements (age, documentation, income, etc.).

- Responsible for local area enrollment and waiting lists.

- Maintains enrollment and demographic data necessary for monthly reports and annual reports to ACYF (P.I.R.).

- Monitors Family Needs Assessment and Family Plan process.
MARIPOSA: Social Services/Parent Involvement Coordinator

TYPICAL DUTIES: (Cont'd)

- Ensures that children with disabilities enrolled in the Head Start Program have access to appropriate social services.
- Monitors Social Service referrals.
- Provides Social Service assistance to local staff as required.
- Acts as liaison with local social service agencies and other community resources.
- Maintains current social service resource list.
- Participates in the overall planning and implementation of the Head Start Program.
- Literacy.
- 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.

Knowledge of:

- Head Start Program
- community needs and resources
- 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
MARIPOSA: Social Services/Parent Involvement Coordinator

Ability to:

- demonstrated ability to do community outreach and program development

- demonstrated ability to work effectively with parents

- demonstrated ability to organize and/or conduct group parent education activities

- demonstrated ability to work effectively with social service providers and staff

- demonstrated ability to produce written products such as newsletters or other communications to parents, program plans, etc.

- operate various pieces of office equipment

- maintain records and files

- understand and execute oral and written instructions

- establish and maintain effective working relationships with those contacted in the performance of duties

A typical way to gain the knowledge, skill and ability outlined above is:

- Equivalent to completion of 60 units from an accredited college or university with substantial coursework in social welfare or a related field, or two years experience providing human services or working with parents and/or community groups. Experience working with low-income parents is desirable.

Creation date: 4/93
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