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| Job Title: | **Health/Data Management Coordinator** |
| Department: | **Child & Family Development** |
| Reports to: | **Director of Operations** |
| Grade: | **S** |
| Supervises: | **N/A** |
| FLSA Status: | **Exempt** |
| Prepared by: | **Betsy Rees** |
| Date: | **January 25, 2021** |
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| Purpose:  To maintain an accurate data base for Head Start through the periodic entry and management of information supplied by program staff. | |
| Essential functions:   * Oversees all data entry for the Head Start programs. * Prepares PIR (Program Information Report). * Prepares MCIR rosters for local Health Departments reporting. * Assists the Early Childhood Programs Director in projections for planning and budgets. * Designs reports and prepares data for various program requirements. * Generates reports for monitoring disability information on enrolled children and report information to Program Services Manager. * Reports all In-Kind to the Controller monthly. * Informs management team and Director of areas of concern using appropriate ChildPlus management tools. * Monitors reporting to Program Staff regarding enrolled children. * Advises Head Start management and staff on computer activities and planning of paper trail link between staff and computers. * Establishes and maintains contact with dental providers and office staff regarding Head Start children. * Coordinates the tracking of dental exams and follows up for enrolled Early Head Start/Head Start children. * Annually updates the NMCAA Dental Program Directory. * Reports enrollment of GSRP and blended children to partner ISDs twice a year. * Generates ICHAT clearance on all staff annually and for new hires as needed. * Attends meetings and seminars to keep current on issues relating to computers and software and other appropriate functions. * Provides ChildPlus trainings as needed for program staff. * Reviews USDA enrollment forms for accuracy; 2% full-time equivalent for monitoring. * Set up ChildPlus for appropriate USDA meal selection and reimbursement tier for Head Start and GSRP students. * Adds and drops children from the program (and thereby USDA meals). * Compiles ethnicity information for USDA using school data. * Coordinate tracking of mental health services with the Mental Health Manager utilizing ChildPlus and other data tracking programs. * Monthly web updating and reporting for Head Start requirements. * Records agency phone greetings and develops call prompting as needed. * Performs other related duties as required and assigned. | |
| Position Objectives:   * To ensure that Head Start data is accurate and complete. * To represent the agency in a professional friendly, and caring manner. * To respond to the needs of co-workers, funders, and auditors. | |
| **Measured by:**   * Head Start/Early Head Start, USDA, NMCAA and any other program audits results and outcomes. * Feedback from agency leadership and staff. * Flexibility to adjust to situations and react as necessary for the betterment of the agency. * Ongoing assessment. | |
| **Minimum Education:**   * A high school diploma or equivalent. An associate’s degree is preferred. | |
| **Minimum Experience:**   * Two to three years’ previous experience. | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain confidentiality. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. * Ability to interface with all levels of ChildPlus users. | |
| **Minimum Skills Required:**   * Effective communication skills including, listening, verbal, and written communications. * Strong organizational and management skills. * Computer and technical capacity. * Time management capabilities. | |
| **Minimum Physical Expectations:**   * Physical activity that always requires keyboarding, sitting, phone work and filing. * Physical activity that always requires extensive time working on a computer. * Physical activity that sometimes requires travel car and/or air. * Physical activity that often requires lifting under 25 lbs. * Physical activity that often requires bending, stooping, reaching, climbing, kneeling, and/or twisting to access files and records. * Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs. | |
| **Minimum Environmental Expectations:**   * The Health/Data Management Coordinator operates in an office setting. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. | |