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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.
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| 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.
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| **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.
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| **Minimum Education:*** A high school diploma or equivalent. An associate’s degree is preferred.
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| **Minimum Experience:*** Two to three years’ previous experience.
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| **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.
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| **Minimum Skills Required:*** Effective communication skills including, listening, verbal, and written communications.
* Strong organizational and management skills.
* Computer and technical capacity.
* Time management capabilities.
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| **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.
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| **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.
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