

### Position Title

## **Early Head Start Health and Disabilities Supervisor**

### Time & Salary

40 hour

Salary is based upon experience starting at \$22/hour.

### Reports to

Early Head Start Program Director

### Supervises

A multi-disciplinary team of direct and contract support staff.

### Purpose

Family Building Blocks is a private, nonprofit organization that works to break the intergenerational cycle of child abuse and neglect by providing services for high-risk families that have children six weeks to five years old. Our Early Head Start Program furthers our goal of building successful and resilient children, strengthening parents, and preserving families through comprehensive and integrated early childhood and family support services.

The Health and Disabilities Supervisor develops collaborative and supportive relationships with families and community healthcare providers to ensure the determination, acquisition, ongoing evaluation and follow-up of infant and toddler health, dental, mental health, nutritional and safety needs.

### Minimum Qualifications

- Bachelor's degree in Public Health, Nursing, or other healthcare field, Masters preferred.
- Previous experience working with children who are medically sensitive and/or developmentally delayed.
- Three to five years supervisory experience in a residential, community based, non-profit or healthcare facility.
- Knowledge of health data management systems and HIPAA regulations.
- Ability and willingness to work flexibly and collaboratively as a team member.
- Must be organized, presentable, friendly and able to handle multiple interruptions.
- Must have excellent written and verbal communication and great multi-tasking skills.

### Essential Job Responsibilities

- In collaboration with parents ensure infants and toddlers have an ongoing source of continuous, accessible healthcare.
- Establish procedural and documentation/data systems and relationships with community healthcare providers to ensure infants and toddlers receive and are up-to-date on all preventive and primary health care inclusive of medical, dental, immunization and mental health needs in accordance with EHS Performance, Early and Periodic Screening, Diagnosis and Treatment, Centers for Disease Control and Prevention and Health Services Advisory Committee standards and recommendations.
- Establish procedures to track the provision of health care services in accordance with HIPAA and EHS Performance Standards and Regulations.
- Coordinate with Parents and community health care provider's to perform or obtain culturally appropriate linguistic and age relevant screen procedures to identify concerns regarding a child's developmental, sensory, behavioral, motor, language, social, cognitive, perceptual and emotional skills.
- Establish procedural and documentation/data systems in accordance with HIPAA & EHS Performance Standards and Regulations and relationships with parents, program staff, and community healthcare providers to regularly evaluate, document and follow-up on any ongoing care needs to include: periodic observations & recordings as appropriate, of individual children's developmental progress, changes in physical appearance (e.g., signs of injury or illness) and emotional and behavioral patterns.
- Participate in program and agency events, meetings and trainings as assigned.

### Other

Bi-lingual Spanish, a plus

Database management, a plus

Must be able to carry up to 40 pounds.

Experience working with Infants, Toddlers and Families in a non-profit setting, a plus.

Must have Oregon driver's license or ability to obtain Oregon driver's license.

All potential candidates must be able to pass a background check and drug test.

**Family Building Blocks offers the following benefits to full-time employees:**

- Employer paid medical
- Employer paid dental
- Employer paid life (including EAP)
- Sick leave – 8 hours per month
- Vacation leave – 10 hours per month
- Personal leave – 24 hours per year
- Bereavement leave – 24 hours (as defined in Employee Handbook)
- 401K program with discretionary employer contribution
- Salary differential for bi-lingual candidates.

**Position is opened until filled.**

**Interested applicants should forward an FBB application, resume and cover letter to:**

Family Building Blocks - EHS  
c/o Kelly Whitman, EHS Program Director  
[kwhitman@familybuildingblocks.org](mailto:kwhitman@familybuildingblocks.org)  
Phone: 503-566-2132  
Fax #: 503-566-2134  
[www.familybuildingblocks.org](http://www.familybuildingblocks.org)  
2425 Lancaster Drive NE  
Salem, Oregon 97305

**[FBB Application, PDF](#)**

**[FBB Application, Word](#)**

**FBB EHS of Marion County is an Equal Opportunity Employer**