



**WU YEE**  
Children's Services  
護兒兒童服務

## **JOB ANNOUNCEMENT: HEALTH SERVICES MANAGER**

Wu Yee Children's Services is a non-profit family and children's services agency founded in 1977. Our mission is to create opportunities for children to be healthy, for families to thrive, and for communities to be strong. The Head Start and Early Head Start programs provide services to pregnant women and children from birth to five years old.

### **DUTIES AND RESPONSIBILITIES:**

- Ensure that all children enrolled in the program have all appropriate health screenings, receive any needed health care, and have a medical and dental home for ongoing source of care
- Partner with Center Managers/Site Supervisors in evaluating center environments for health and safety concerns
- Monitor practices in centers regarding health, safety and nutrition issues to ensure compliance with Head Start/Early Head Start performance standards
- Collaborate with health services agencies to form formal and informal partnerships to meet the needs of the families and children in the program
- Coordinate with managers/specialists to ensure that the specific health needs of each child are met. Participate in the development and ensure implementation of treatment plans
- Oversee that a nutrition assessment is conducted for each Early Head Start and Head Start child and offer recommendations to staff and parents or make referrals for outside nutrition services; Provide written communication for staff and parents regarding nutrition services
- Participate in monthly and quarterly program monitoring and annual self-assessment procedures. Evaluate program data to determine efficacy of programs, and develop or revise program policies as needed
- Review health data to ensure that children are receiving appropriate services and ensure follow up and treatments occur
- Coordinate and provide training for staff and families based on health policies and procedures, program assessment outcomes, and community health issues
- Oversee the production of monthly menus for center-based programs
- Oversee food service operations, including reports, food vendor services, budgets, and monitor compliance with USDA Child Care Food Program regulations and Head Start Performance Standards.
- Oversee the identification of nutritional needs of children and families using integrated screening system and observations.
- Facilitate Wu Yee's Early Head Start Health Services Advisory Committee

### **ESSENTIAL SKILLS, KNOWLEDGE AND ABILITIES:**

- BS in Health, Nutrition or related field; MS or MPH preferred; Registered Dietician a plus
- At least 2 years of experience with program management in a Head Start or other organization with a reputation for quality and excellence
- Experience providing adult education for a diverse population
- Demonstrated ability to work effectively with and quickly gain the respect and support of various constituencies
- A track record as an effective communicator; highly skilled in writing and speaking; the ability to communicate to varied audiences
- Resourceful and flexible, with the ability to anticipate and act on events and opportunities quickly
- Strategic planner who is adept at prioritizing, organizing and following through; able to balance multiple competing priorities
- Energetic and willing to work hands-on in developing and executing a variety activities

### **COMPENSATION and BENEFITS:**

Salary depending on experience plus 18 PTO days, full cafeteria plan for health, dental and numerous other benefits

### **APPLICATION PROCESS:**

Send resume with cover letter to:

Attn: Human Resources

Wu Yee Children's Services

706 Mission Street, 6<sup>th</sup> Floor

San Francisco, CA 94103.

Fax to (415) 543-1618.

Or e-mail: [humanresources@wuyee.org](mailto:humanresources@wuyee.org).

Immediate opening until filled. Head Start/Early Head Start parents will be given preference for which they are qualified, please note that in your cover letter. Wu Yee is an equal opportunity employer.