



Plaza de la Raza Child Development Services, Inc.
13300 Crossroads Pkwy N. Suite 440, City of Industry, CA 91746
Tel. (562) 776-1301
www.plazadelaraza.info

Employment Opportunity

Posted Date: October 11, 2019

Closing Date: October 21, 2019 or Until Filled

Position Title: Health & Nutrition Coordinator
Reports To: Assistant Director of Program Services
Department: Health and Nutrition
Employment Status: Exempt / 12 months per year
Salary Range: \$53,018.07 - \$61,484.72 monthly
Work Location: Los Angeles County

I. Program Summary

Plaza de la Raza Child Development Services, Inc. (Plaza) is a comprehensive early childhood education program with a focus on school readiness for children zero to five years of age. Developmentally appropriate services are provided for children from low income families, zero to five years of age. Plaza de la Raza currently serves over 1,600 children and their families.

II. Summary of Duties

Responsible for the planning, convening and implementation of policies and/or procedures of the quarterly Health Services Advisory Committee meetings. Establishes relationships and develops a thorough knowledge of health and nutrition resources for families including Medicaid, the state CHIP Program, state health services and other community resources that assist families in establishing a medical home. Establishes contracts with health professionals to provide services to the Head Start/Early Head Start program in such areas as vision referrals, child health and nutrition screenings/exams, dental services and others as necessary. Contracts may include consultants and/or volunteer services. Responsible for developing a developmentally appropriate health education curriculum in conjunction with the other employees responsible for early childhood education services for children and parents that can be integrated into program activities. Oversees Child Safety sections of Performance Standards to include fire drills, first aid kits, medication administration systems and systems for Safety Committees in collaboration with the individual responsible for the facilities.

III. Qualifications & Experience

A. Education

A Bachelor's degree in Public Health, Nursing, Health Education, Health Administration or related field; or, a Certificate in Health Sciences or License as Health Educator; or, a current and valid California license as a Registered Nurse.

B. Experience

Minimum of three (3) years' experience in coordinator of medical services in a Head Start program plus minimum of one (1) year experience in a health-based organization as administrator or supervisor.

IV. Special Requirements

- Medical Examination:** Must submit a medical examination demonstrating capability to perform type of work required and every five (5) years thereafter; and submit a tuberculin skin (TB) test or chest x-ray clearance prior to starting work.
- Fingerprint Clearances:** All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), Sex Offender Registry and the Child Abuse Index prior to starting work.
- Other Special Requirement:** Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available private transportation.

** Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job offer.*

V. Benefit Plans

Plaza offers eligible employees the opportunity to select plans and programs that meet individual and family needs through our comprehensive benefit plans

- Health Care:** Medical, Dental, Vision, Long Term Disability Insurance, Life Insurance, and FSA
- Financial:** 401 (k) Plan and Direct Deposit
- Time Away from Work:** Vacation, Holidays, Sick Days, Leave of Absence, Jury Duty, and Bereavement Leave
- Work/Life Solutions:** Life Assistant Program

VI. Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

VII. Application Procedures

Applicants interested in the position must complete Plaza's employment application. Resumes are not accepted in lieu of application materials. Applicants may obtain an employment application from Human Resources department located at **13300 Crossroads Parkway North, Suite 440, City of Industry, CA 91746**, or may download the application from the Careers section at www.plazadelaraza.info.

Applicants must submit a complete application packet to the Human Resources Department, via email jobs@pdlr.org or by regular mail to the address listed below:

Plaza de la Raza Child Development Services, Inc.
Human Resources Department
13300 Crossroads Parkway North, Suite 440
City of Industry, CA 91746

Employment application packets must include all of the following documentation:

1. Cover letter
2. Employment Application
3. Resume
4. Official transcripts identifying a bachelor's degree in public health, nursing, health science, health administration or related technical field
5. Valid CPR/First Aid certificate

Only complete application packets will be considered for the screening and selection process.

EQUAL OPPORTUNITY EMPLOYER

In addition to fully meeting its obligations for nondiscrimination under federal and state law, Plaza de la Raza Child Development Services is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, veteran status, political views, or other personal characteristics or beliefs.