



## Health Coordinator Opening

KVCAP Child & Family Services has an opening for a full-time, full-year **Health Coordinator** working to support the health of children 0-5 and promoting health education to CFS staff, children and families.

### Responsibilities

- Assuring compliance with Head Start Performance Standards, Department of Education Preschool Standards and other regulatory requirements related to physical and dental health and safety.
- Coordination and provision of health and safety training to staff.
- Representation in community-based forums.
- Children's health status and screenings.
- Coordinating safety policy and procedure development.

### Requirements

- Knowledge of health and nutritional needs of children ages 0-5 a must.
- Ability to relate positively to children and adults; ability to organize and oversees a variety of health duties; strong communication and interpersonal skills; be detail oriented and proficient computer skills.
- Possess a valid driver's license and have use of a vehicle insured to state of Maine requirements.
- Bachelor's Degree in Community Health or nursing, OR related field of study, and three years related experience.
- Able to meet requirements of agency & State of Maine Child Care Licensing regulations for background checks, fingerprinting, and physical exams.
- Must be fully vaccinated against Covid-19 per federal Head Start regulations.

### Benefits may include:

- Paid holidays
- Bi-weekly accrual of Paid Time Off
- Participation in an employer sponsored retirement plan
- Choices of health, life, dental, vision, and disability insurance options
- **An additional \$200 per month through August 2022**

**Applications will be accepted until a suitable candidate is found.** Interested candidates should submit a letter of interest and resume/application to:

Human Resources  
Kennebec Valley Community Action Program  
101 Water Street  
Waterville, ME 04901

E-mail: [roakes@kvcap.org](mailto:roakes@kvcap.org)

Or, complete our online employment application at:  
[www.kvcap.org/employment-application/](http://www.kvcap.org/employment-application/)

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