

**COMMUNITY ACTION PLANNING COUNCIL**  
**JOB POSTING**  
**In-House / Out-of-House**

**JOB TITLE:** Health Supervisor  
**DEPARTMENT:** Head Start  
**CLASSIFICATION:** Academic/Full time/Non-exempt  
**JOB HOURS:** 35 hours per week; Daytime hours may vary. Occasional evening hours required.  
**PAYRATE:** \$14.51 – 15.50 per hour (Pay rate based on level of experience)  
**JOB LOCATION:** Watertown Head Start Center

**JOB SUMMARY:** **JOB SUMMARY:** The Health Supervisor is responsible for overseeing the health service area for the children in the Watertown Center. He/she will assist the Health Specialist in providing technical assistance and training for all Centers. He/she is responsible for making home visits as needed. This person is also responsible for the facilitation and oversight of the full day children's health requirements.

**EDUCATION:** Certification as a Licensed Practical Nurse required. Registered Nurse desired.

**EXPERIENCE:** Three years' experience in the Health field desired. One-year supervisory experience desired.

**COMPUTER SKILLS:** Basic personal computer skills that include the ability to send and receive email messages, post information to a database or spreadsheet, and perform basic word processing and/or data entry.

**MENTAL AND VISUAL DEMANDS:** Requires close mental and visual attention to prepare and analyze data and figures; and perform work extensively on a computer.

**PHYSICAL DEMANDS:** Must be able to sit for prolonged periods of time not to exceed four consecutive hours, frequent talking and hearing, and repetitive motion of hands and wrists. Visual acuity to operate computer. Occasional standing, walking, finger manipulation to grasp, handle or feel different materials; pushing and pulling with arms and/or hands, reaching with arms or hands, crouching, bending, kneeling and climbing. Occasional lifting up to 40 pounds.

**ENVIRONMENTAL CONDITIONS:** Job is performed mostly inside with some outside exposure (i.e. playground and field trips).

**TRAVEL:** Requires limited independent travel to off-site locations such as home visits, site visits. Must be able to drive-in all-weather conditions.

**OTHER SKILLS:**

- Vast working knowledge in the health field.
- Ability to work with young children and adults.
- Excellent communication skills (verbal and written).
- Maintain accurate detailed records.
- Knowledge of community resources.
- Strong organizational and time management skills.
- Ability to work independently and as a member of a team and to cooperate with all Head Start to provide quality programming for children and families.
- Ability to be non-judgmental in working with diverse families.
- Possess basic knowledge of child development.
- Maintain confidentiality of program and agency related information.
- Ability to teach and train adults.
- Ability to operate vision and hearing screening machines.
- Make decisions in regards to the health status of children.

**Other Requirements:** Employment is contingent pending satisfactory physical exam including TB test; Policy Council approval, and receipt of comprehensive background clearance from the NYS Office of Children & Family Services at the time of hire. Employee will be required to sign an affidavit annually which states that he/she has not been indicated with a child abuse or neglect case within the past year. Preference is given to qualified in-house candidates.

**Benefits:** Academic schedule, paid school vacations, Agency Flexible Benefits Plan, and unemployment benefits during the summer.

**To Apply:** Submit updated resume, CAPC application form, college transcript to Community Action Planning Council, 518 Davidson Street, Watertown NY 13601, Fax 315-785-0892 or email [hr@capcj.org](mailto:hr@capcj.org) by 4:00pm on May 25, 2021.

**EOE**

Posted 6/21/2021