



### **HEALTH & NUTRITION MANAGER**

This full time position with our Head Start/Early Head Start Program is responsible for ensuring that the health and nutritional needs of all children are being met; ensures completion of follow-up on individual children as needed. Provides related mandated Child Care Licensing trainings as required for staff. Meets with parents/guardians as needed, especially for health exceptionalities, allergies and medication administrations. Ensures newborn home visits are conducted on all Early Head Start babies and their mother. Ensures that CACFP documentation is completed, collected and inputted for the Ohio Department of Education.

Candidates must have a Bachelor's degree in Early Childhood Education and/or licensure in the nursing field with experience in pediatrics. Preference will be given to a Register Nurse. A minimum two years' experience working with children ages zero through five and a diverse group of parents/guardians. Head Start/ Early Head Start experience preferred. Applicant must have a valid Ohio driver's license, proof of auto insurance, and a clean driving record for work related driving. Must be able to sign a non-conviction statement, complete a background check, and a pre-employment physical and drug screen. Salary range \$16.25 - \$21.25 per hour.

**LEADS, Inc. offers medical, dental, vision insurance benefits, a 403(b) retirement plan, Life and AD&D insurance, tuition reimbursement, and generous time off benefits to full time employees. To apply for the above position, please send a résumé and cover letter to LEADS Inc., ATTN: Human Resource Director, 159 Wilson Street, Newark, OH 43055, via email at [leadshr@leadscaa.org](mailto:leadshr@leadscaa.org) or by fax at (740) 345-9549.**

LEADS, Inc. is an Equal Opportunity Employer.