

# Mississippi Action for Progress, Inc.

## VACANCY ANNOUNCEMENT Central Office

Position: Health Services Director Date 08/17/2018

Opening Date: 08/17/2018 Closing Date: 08/21/2018

### Responsibilities:

Under the direction of the Chief Executive Officer, the Director of Health will monitor and ensure that health service activities are performed for enrolled children to include physical and dental. Review and recommend the appropriated services for enrolled children with special needs. Develop positive partnerships and relationships with medical and dental providers. Review physicians diagnosis to ensure that quality care is provided according to the Head Start Performance Standards. Work closely with central and regional office staff when developing plans to inform parents of children services. Also serve as a member of Agency's Health Advisory Committee, and provide Training & Technical Assistance (T & TA) regarding health needs.

### Qualifications:

**Desired Qualifications:** Master's Degree in Nursing (Nurse Practitioner) or Public Health with three (3) years of experience working with children; **Minimum Qualifications:** BS Degree in Public Health, Nursing, or a Registered Nurse with seven (7) years of experience working with children. A working knowledge of the Head Start Performance Standards, USDA guidelines, and PIR preferred. Must be proficient in Microsoft Office Word, Excel, PowerPoint, ChildPlus, and other childcare tracking software preferred. Travel required, some overnight.

A criminal background check and official copy of transcript required.

### Submit Letter of Interest and resume to:

Mississippi Action for Progress, Inc.  
Miraea Gavin, Interim Director  
Department of Human Resources  
1751 Morson Road  
Jackson, MS 39209  
mgavin@mapheadstart.org