



Johnston-Lee-Harnett Community Action, Inc.

MAIN OFFICE

Phone 919-934-2145
Fax 919-934-6231
Post Office Drawer 711
1102 Massey Street
Smithfield, NC 27577

LEE COUNTY OFFICE

Phone 919-776-0746
Fax 919-774-1867
Post Office Box 1061
225 S. Steele Street
Sanford, NC 27330

HARNETT COUNTY OFFICE

Phone 910-814-8360
Fax 910-814-8362
Post Office Box 40
745 Shawtown Rd., Suite A
Lillington, NC 27546-0040

HEALTH MANAGER

(Contract position)

Location: Johnston, Lee & Harnett Counties

Johnston-Lee-Harnett Community Action, Inc. is seeking a Health Manager.

The Health Manager is responsible for the organization and the administration of the medical and dental health services for Head Start children and families. The manager is responsible for the development of a management system for the health services program. Practice supervised by medical and dental consultants.

POSITION QUALIFICATIONS

- Training or work-related experience in the health field, preferably with children.
- LPN or RN desirable.
- Considerable knowledge of available community resources.
- Sensitive and committed to working with low-income families.
- Ability to keep accurate records and express ideas clearly.
- Knowledge of program goals, policies, and procedures.
- Available, reliable transportation.
- Physician statement of good health and provide personal statement of annual physical.
- Have negative results of TB test before beginning to work and on an annual basis.

ESSENTIAL FUNCTIONS

- Carries out goals, policies & activities designed to implement the component objectives and Performance Standards.
- Updates the annual health plan in conjunction with the Policy Council, parents/guardians, and other staff.
- Assists in the preparation of the medical and dental health services budget.
- Keeps all records concerning children, families, and staff confidential
- Plans and assists the teaching staff in implementing health education curriculum.

Submit resume and three (3) letters of reference to:

Johnston-Lee-Harnett Community Action, Inc.

Human Resource Department

Post Office Drawer 711

Smithfield NC 27577

Minimum Starting pay: \$30/hour

Complete an online application at: www.jlhcommunityaction.org, HR Tab, Employment Opportunities

AN EQUAL OPPORTUNITY EMPLOYER

UNITED WAY AGENCY