



Department of Early Childhood Education
Office: (601) 650-1680
Mississippi Band of Choctaw Indians
P. O. Box 6010
Choctaw, MS 39350

Job Announcement #096203

Position Title: Health / Disability Coordinator

Supervisor: Director, Department of Early Childhood Education

Location: Department of Early Childhood Education administration office

Salary: Grade 10

Opening Date: **AUGUST 20, 2026** AUG 20 2026

Closing Date: **SEPTEMBER 03, 2026 OR UNTIL FILLED**

Scope of Service:

The Health/Disability Coordinator will have responsibility for the planning, administration and implementation of the Department of Early Childhood's health/disability component (to include preventive, medical, and dental). The Health/Disability Coordinator shall ensure that all enrolled infants and children receive health care that is in compliance with the Head Start Performance Standards and all other applicable state, federal and tribal guidelines and regulations.

Duties and Responsibilities:

1. Responsible for the design and implementation of a complete health plan that complies with Head Start Performance Standard criteria and meets the needs of program enrollees, parents, and staff.
2. Reviews health plan with parents and staff; revises plan annually, incorporating input and evaluative data from parents and staff.
3. Develops linkages and maintains effective working relationships with all health-related agencies and resources within the area.
4. Refers children or their parents for health services requiring expertise unavailable through program staff.
5. Prepares children/parents for outside treatment or evaluation with appropriate explanations and informed consent; provides follow-up services.
6. Provides oversight and coordination for proper utilization of outside consults and agencies.
7. Conducts parent/family conferences upon request or when health issues affect the child or family.

8. Observes children, identifying those needing special attention and assists staff in planning activities that help develop good health habits.
9. Ensures that all physicals, immunizations, screenings and dental exams are performed in a timely fashion with appropriate follow-ups.
10. Provides children with disabilities and children with special needs with the necessary health services to achieve the full benefits of participation in the program.
11. Participates in pre-service training of Head Start/Early Head Start staff and provides on-going in-service sessions addressing physical/developmental growth / mental health/ and parent's rights as outlined in PL 94--142.
12. Ensures that all staff have CPR and First Aid certification
13. Responsible for the design and development of a complete disability component for the program that complies with all funding source criteria and meets the needs of program enrollees, parents, and staff.
14. Coordinates the disability plan with other program components and incorporates input or evaluative data; revises the plan annually.
15. Once the disability plan has been adopted by the Policy Council, provide a training overview of the plan for all staff and parents.
16. Monitor individualized training for children with special needs.
17. Participate in Department staff meetings and work closely with other component Coordinators and Center Directors in a team approach.
18. Maintain up to date disability records and ensure the confidentiality of all referrals, records and health issues relating to these matters.
19. Make disability referrals and monitor records.
20. Conduct parent/family conferences upon request or when disability issues affect the child or family.
21. Attend center level or community functions to interact with parents and community members.
22. Promote a positive attitude toward all program services and assist staff.
23. Responsible for ensuring that all program centers meet state licensing requirements at all times; serves as liaison with MS Department of Health inspectors and public health environmentalists.
24. Ensures confidentiality of all referrals, records, and mental health notes
25. Provides workshops and training events for all staff and parents in areas relating to facility maintenance and child care center licensing requirements.
26. Serves as an active member of Health Advisory Committee.
27. Attends Head Start Policy Council meetings center based parent meetings in each community.
28. Prepares reports, maintains confidential, up-to-date records.
29. Assists the Department Director in tasks related to improving the operation of the child development centers; includes involvement in planning, staffing, equipping, organizing, monitoring and training.
30. Serves as an advocate for program children and their families.
31. Monitor Centers on at least a monthly basis to ensure Centers are up to date on all licensing requirements.

32. Organize and oversee the collection of data for the annually conducted Head Start/Early Head Start Community Needs Assessment: this includes design of the data collection instrument, training of interviewer, and final tabulation of the information.
33. Responsible for entering data into the ChildPlus Software.
34. Responsible for doing teacher observations using the CLASS observation tool.
35. Performs other duties as assigned.

Qualifications:

1. B.S. degree in Education with some experience in Special Education preferred, or B.S. degree in Education with experience working with Disability children and their families. – **REQUIRED**
2. Must have a High School Diploma or General Equivalency Diploma (GED) – **REQUIRED**
3. Must have a current Physical Examination, Proof of TB Skin Test result, current Immunization Form 121 upon initial hiring and must renew accordingly – **REQUIRED**
4. Must have dependable transportation, a valid Mississippi Driver's License, and Liability Insurance as required by law – **REQUIRED**
5. Continued employment will be contingent upon satisfactory Child Abuse and Criminal Background Check - **REQUIRED**
6. Three (3) years of experience in the field of Early Childhood with applying knowledge of licensure regulations and disabilities experiences including services to infants and preschool children.
7. Must understand different cultures and value system and possess basic skills needed for good human relations.
8. Acquire Health Card
9. Must have First Aid/CPR Certification
10. Able to attend out-of-state meetings
11. Leadership ability
12. Ability to communicate effectively both orally and in writing
13. Knowledge of growth and development of young children
14. Ability to design and conduct training sessions for adults
15. Ability to establish good working relationships with other agencies and the general public
16. Basic knowledge of community locale and its resources
17. Perform other duties as assigned.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for this position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by the Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

**IF INTERESTED, SEND APPLICATION TO: Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033
Choctaw, MS 39350**