



## **Notice of Job Vacancy #26-077**

Posting Date: February 19, 2026

Position: Head Start Tri-County Health & Safety Specialist

Employment Term: Full-time / 240 days per fiscal year

Salary: Based upon the [FY 26 EPIC Professional Pay Scale](#) with education and years of experience plus a 12.5% index

Position Overview: EPIC Head Start understands that our most valuable assets are the dedicated, creative, life-long learners who positively support the lives of children, their families, and peers. Our culture is one of encouragement, support, and determination. We strive to exceed compliance of our guiding regulations.

The successful candidate will join a strong Head Start leadership team to provide health and safety education and support services for Head Start program stakeholders in the tri-county region including Berkeley, Jefferson, and Morgan counties. This role requires a positive attitude and the ability to work within multiple professional teams to serve diverse populations. This position also includes supervisory and program leadership responsibilities.

### Qualifications:

1. Minimum Bachelor's degree (BA) in health, public safety, or closely related field.
2. Must have a current driver's license and reliable automobile for transportation.
3. Must have prior experience working with low-income families and multiple stakeholders.
4. Must be organized and able to manage confidential electronic data and reports.

### Duties & Responsibilities:

1. Organize, recruit, and conduct the Health Advisory Committee (no less than two times annually).
2. Coordinate and monitor the provision of screening services, adhering to deadlines. These screenings include medical, dental, vision and nutrition.
3. Assist families in identifying and overcoming barriers to completing further diagnostic testing, follow-up and treatment needed, as it pertains to health screenings. This includes serving as an advocate for the child and family.
4. Assist in development, review and update program health and safety policies/procedures, using data to plan, implement and evaluate health services. (Includes responding to medical/dental emergencies)
5. Monitor, analyze, and evaluate Family Advocate data entered under health to ensure data is entered properly and status of health events are being tracked.
6. Run reports to evaluate data to assure healthy and safe program practices.
7. Track monthly health and safety checklists. Support Managers in securing appropriate "experts" to complete repairs as needed.
8. Plan health, nutrition, and safety programs/trainings with an interdisciplinary team of staff, parents and community representatives.
9. Work with Mental Health Specialist to understand how toxic stress and ACE's influence health and development.

10. Obtain and share culturally, linguistically, and developmentally appropriate science informed health education materials including physical activity and screen time recommendations.
11. Review immunization data and ensure that children receive required immunizations or have a catch-up plan in place and TB testing, if needed, prior to starting in classroom
12. Serve on IEP committees for special education services for children with health-related disabilities.
13. Supervise the arranging of transportation for children to medical and dental appointments as needed.
14. Work with school systems and childcare centers to assure compliance with USDA requirements.
15. Communicate professionally and ensure all correspondence is both professional and grammatically correct.
16. Monitor health practices in tri-county classrooms (tooth brushing, family style dining, handwashing, etc.).
17. Order and maintain inventory of all supplies and equipment needed for health and nutrition programs.
18. Provide current information on health concerns including communicable diseases, to parents.
19. Supervise tri-county food service staff providing annual evaluations, training, and ongoing support.
20. Schedule and manage food service staff assignments serving as a substitute to fill in if needed.
21. Monitor and track repairs of 3 Head Start facilities.
22. Supervise and support tri-county transportation staff.
23. Perform other related duties as required.

#### Additional General Requirements:

1. Demonstrate verbal and written competency in the English language.
2. Adhere to Head Start Performance Standards, EPIC and Early Head Start/Head Start/Pre-K Policy and Procedures, the NAEYC Code of Ethics and childcare regulations.
3. Participate in meetings, professional development, and continuing education programs as required or suggested by Early Head Start/Head Start/Pre-K and sponsoring organizations.
4. Prepare and submit written reports as required.
5. Comply with all WVDE requirements, drug free, TB free, etc.
6. Attend evening meetings and perform overnight travel as required.
7. Agency approval of Criminal Investigations Bureau and FBI records.
8. Maintain CPR and First Aid Certification.
9. Maintain Food Handler's Certification if required by county.
10. Demonstrate sensitivity to cultural diversity.

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position may require strenuous activity including but not limited to frequent and/or repeated standing, bending, kneeling, lifting, holding, etc.

- 1) to assure the well-being and safety of children ranging from approximately 25 to 80 (plus or minus) pounds.
- 2) to carry supplies into homes, office, etc.
- 3) to climb stairs.
- 4) fulfill other reasonable duties and responsibilities as required by the supervisor.

#### Work Environment:

- The selected candidate must transport themselves by personal vehicle from one work site to another on a regular basis. (Travel reimbursement is included.)
- The selected candidate may be required to ride in a vehicle on paved and unpaved roads.
- Head Start Health and Safety Specialist services are performed during the regular school year, so the selected candidate may need to travel and work in inclement weather.
- Designated work sites may include locations not owned or operated by EPIC including but not limited to outdoor venues, public facilities, school buildings and/or private residences.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties may be assigned by the Head Start Director, EPIC Administrator and/or their designee.

Reports To: Head Start Director; EPIC Administrator

Conditions of Employment: Recommended by the Head Start Director and EPIC Administrator; Confirmed by the EPIC Regional Council and Head Start Policy Council.

Start Date: Immediately following the onboarding process.

Application Process: You may submit your application one of two ways:

**Online application** can be made via Teach-In West Virginia Application System by clicking on the link below:

[Use this link to go to the online application system.](#)

**Hard copy EPIC Head Start / Early Head Start application** can be found by [clicking on this link.](#) Once completed, you may submit it to EPIC one of the following ways:

[Use this link to upload your application to our secure portal.](#)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources  
Fax to 304-267-3599 Attention: Human Resources

**This job posting will remain open until the position is filled or no longer needed.**

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.  
Head Start/Early Head Start is funded by the US Administration for Children and Families.