

ALBINA HEAD START

JOB DESCRIPTION

Exempt

EHS HOME BASED COORDINATOR

Essential Function(s): Supervise, train, and evaluate home visitors in delivery of prenatal education and home based services as defined by Head Start Performance Standards. Maintain regular attendance. Ability to read, speak and write with proficiency in English language.

Responsibilities: Ensure that policy and procedures are properly applied and interpreted by Home Visitors. Work with parents, staff, and others in the design and implementation of an education plan and curriculum for Albina Early Head Start.

Report to: EHS Director

Supervises: Lead Home Visitors and Home Visitors

Salary Range: \$3,350.00 - \$3,800.00 per month

Physical and Mental Requirements: Patient, able to resolve conflicts, gentle, loving, kind, creative, and resourceful. Demonstrated ability to work effectively with people. Excellent problem solving, planning, and organizational skills. Must be able to cope well with stress.

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs. 1 to 2 hours per day spent in strenuous physical activity, lifting up to 50# two or three times in an 8-hour day.

Experience Requirements: Five (5) years combined experience: Classroom, management, social work. Three to Five (3-5) years direct supervisory experience. Demonstrated ability to work effectively with people.

Educational Requirements: BS degree in social work or nursing, BA in related field, AA degree in Early Childhood Education or combination of five (5) years ECE education and experience.

Licensing/Certification Requirements: Parents as Teachers (PAT) certification. NHSA Education Administration Credential or equivalent. Negative Tuberculosis screen. First Aid certification. Food Handler's card. Valid Driver's License and proof of full insurance coverage. Must pass criminal background check.

Environmental Factors/Working Conditions: Enclosed facility, office and classroom environment. Some floors are tile, some are carpeted. Heated. May or may not have air conditioning. May come into contact with childhood diseases and/or blood. Client's home environments.

Job Duties:

1. Work with parents, staff, and others in designing and implementing an educational plan.
2. Ensure program maintains full enrollment. Monitor enrollment, attendance/participation. Participate in the intake process.
3. Ensure that policy and procedures are properly interpreted and applied by Home Visitors.

4. Provide leadership and coaching to assist Home Visitors in meeting child, family, and program goals.
5. Supervise Lead Home Visitors and Home Visitors ensuring they provide appropriate curriculum, a caring, and nurturing relationship with children and parents, while maintaining safe, healthy, educationally stimulating environments.
6. Assists in planning, monitoring, and evaluating pre natal education and home based services in accordance with Performance Standards. Recommend modifications or additions to program policy/procedures.
7. Ensure and maintain accurate, up to date, records according to Performance Standards and program procedures, with adequate provisions for confidentiality.
8. Ensure Home Visitors maintain accurate, up to date records of home visits, child progress, parent contact, parent goals, lesson plans, and submission of weekly and monthly reports. Ensure all child/family files are up to date and accurate.
9. Work with other Coordinators to ensure smooth transitions occur from EHS to Head Start.
10. Work with community partners to plan, coordinate, support and integrate cohesive 0-3 child development services within the community.
11. Work with Health Coordinator and MECP staff to facilitate appropriate Early Intervention services for home based children.
12. Complete accurate and timely weekly/monthly reports that identify progress in meeting program goals and service delivery data. Facilitate and participate in staff and management meetings.
13. Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.
14. Perform other duties assigned and reasonably within the scope of duties listed above.

I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Date: _____

Signature: _____

Revised 10/09

Name (Print): _____