

Total Action tap For Progress into hope

JOB DESCRIPTION

JOB TITLE: Child Care Partnership Coordinator
COMPONENT Early Head Start
SALARY RANGE NO. \$15.00/hr.

GENERAL DESCRIPTION

The Early Head Start Child Care Partnership Coordinator shall assist the Supervisor of Early Head Start in the planning and implementation of the Health Services and Family and Community Partnership Service areas.

ORGANIZATIONAL RELATIONSHIP

Supervised by: Assistant Director for Early Head Start and Head Start Education
Supervises: Family Development Specialist
Coordinates with: Early Head Start Staff
Head Start Central Staff
Head Start Family & Health Services staff
Community Agencies

RESPONSIBILITIES AND/OR SPECIFIC DUTIES

1. Assists supervisor in maintaining recruitment process to ensure enrollment at funded level.
 - a) Works with EHS Family Development staff to recruit infants, toddlers, and pregnant women, including children with disabilities.
 - b) Places posters in prominent areas frequented by parents of infants and toddlers.
 - c) Maintains an Early Head Start waiting list of children and pregnant women who have completed the intake process, and are medically cleared to enter the program.
 - d) Notifies eligible families of entrance date for children and pregnant women.
 - e) Assists the supervisor in maintaining full enrollment at all times.
 - f) Assists in maintaining 85% daily attendance for children enrolled in program by checking the attendance and meal count forms weekly.
2. Reviews the Family Partnership Agreements
 - a) Reviews the Family Partnership Agreements of enrolled families within the first

- three months of operational year and on going.
- b) Assists specialists in linking families with appropriate community partners.
3. Provides support services to Early Head Start families and pregnant women.
 - a) Assists in securing the necessary services identified for enrolled families.
 - b) Processes referral forms according to established procedures.
 - c) Assists families in preparing and presenting their needs and ideas to organizations or agencies in an effective way.
 - d) Provides each family with an up-to-date information directory on community resources.
 - e) Receives and reviews status forms from specialists and submits to the EHS Administrative Assistant.
 4. Assists in the implementation of other aspects of Health, Family and Community Partnerships
 - a) Maintains funded enrollment for center, family provider homes and pregnant women
 - b) Maintains an active waiting list of at least five infants, five young toddlers, and five older toddlers.
 - c) Maintains accurate records and files, at all times
 - d) Reports to supervisor the status of program enrollment and attendance, weekly.
 - e) Assists and tallies Parent Interest Surveys and develops parent training
 - f) Assists in the execution of the health services area of EHS with specialists
 - g) Supervises the Prenatal Curriculum for pregnant mothers.
 - h) Works with doctors, the health department, and social services to ensure all families have a health home.
 5. Assists in the implementation and compiling of the Head Start Community Needs Assessment, annually.
 6. Schedules meetings with specialists, bi-monthly.
 7. Attends all Head Start Family Services meetings monthly.
 8. Attends the parent meetings at combination Early Head Start & Head Start centers.
 9. Assist specialists in making home visits to families on their caseloads, as needed.
 10. Monitors two home visits per year for each specialists.
 11. Provides transportation for families to community services, workshops, and Policy Council meeting, as needed
 12. Transports children home who become ill at the center or family child care homes when other staff are unavailable.
 13. Establishes and maintains a record system of all program-required information and submits required information to supervisor, weekly and upon request as needed.
 14. Assists in the development of family training and activity calendar.

15. Assists in the hiring of Family Development Specialists.
16. Attends meetings related to Early Head Start and Head Start.
17. Performs any other job-related tasks, upon request.

QUALIFICATIONS

- BS or AA degree in Social Work, Psychology, or Family Development.
- At least four years of experience in working with a social services agency.
- Experiences in working with families.
- At least five years supervising experience
- Is proficient in oral and written communication.
- A valid Virginia operator's license and reliable transportation.

Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources" in support of TAP's anti-poverty efforts. TAP hires only U.S. citizens and lawfully authorized alien workers.

12-09