

Total Action For Progress

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JOB DESCRIPTION

JOB TITLE: Home Based Coordinator
COMPONENT: Head Start/Early Head Start
SALARY RANGE: \$33,051.20 - \$46,384.00/Annually
CLASSIFICATION: Exempt/Administrative

DEFINITION AND PURPOSE:

Responsible for the supervision of all Home Based staff. Provide direction, support and reinforcement to the Home Visitors. Ensure the Home Base Program exemplifies the Head Start philosophy of supporting and encouraging family goals and objectives, involving parents in the development and education of their children, and strengthening the capacity of parents and families to become self sufficient and to support the general development of their own children. Serve as a resource person to Home Visitors and as the liaison between the Home Visitors and the Head Start Services Area staff.

ORGANIZATIONAL RELATIONSHIPS:

Supervised by: Supervisor of Family Services
Supervises: Home Based staff
Coordinates with: All Head Start Service Area Staff, Community Agencies and Educational Institutions

RESPONSIBILITIES:

- Works with Home Visitors to assure their accountability and responsibility:
 - Observes each Home Visitor during a visit with a family at least twice per operational year and at least one socialization per operational year.
- Receives, reviews and tracks the following information, biweekly:
 - Home visit plans and documentation of visit cancellations
 - Weekly schedules for Home Visitors
 - Field trip requests
 - Mileage reimbursement forms
 - Home Base Socialization agendas and sign-in sheets
 - Home Visitor Time Sheets
 - Other program-related information as needed

- **Receives, and approves Home Visitor materials inventory as requested.**
- **Receives, reviews, approves, and tracks the following information, monthly:**
 - Home visit and health inspection records
 - Parent training sessions
 - Petty cash expenditures and consumable supplies reports
 - Monitoring reports of Home Visitor paperwork
- **Receives and enters Brigance developmental screening scores into data base. Files developmental test forms and summaries as administered in children's education file.**
 - **Receives and enters into data base the Creative Curriculum. Developmental Continuum rating scores, three times per year.**
 - **Receives tracks and files the Creative Curriculum Progress and Planning Report in children's education file, three times per year.**
- **Provides guidance to Home Visitors in creation and implementation of individual professional development plans.**
 - **Completes at least one performance appraisal annually that is based on:**
 - At least two in-home observations
 - Documentation of completion of regular job duties, exemplary performance, and problems
 - Professional development goals set by the Home Visitor
 - Self assessments completed by Home Visitors
 - **Completes follow-up appraisals as indicated in individual plans and performance appraisals.**
- **Coordinates activities that will contribute to professional development of Home Visitors.**
 - **Plans and coordinates workshops and training sessions, in cooperation with other Head Start Education and Service Area Coordinators.**
 - **Makes recommendations and provides information to staff about available opportunities for professional development.**
 - **Presents training sessions that are specific to Home Base Programs, as needed.**
- **Supports a team approach in working with other Head Start Coordinators and Supervisors to meet Head Start Performance Standards and further the goals of the program.**
 - **Contributes to Head Start Newsletter semi-annually, and disseminates Home Based Parent Newsletter, monthly.**
 - **Receives and forwards completed Community Assessments and Parent Training Needs Assessments to FCP Supervisor.**
 - **Receives and forwards referrals for community services and health needs to Family and Community Partnership Supervisor and Supervisor of Health Services.**
 - **Receives, tracks, and files completed health records in a locked cabinet.**
 - **Forwards computer health data forms to Information Service Manager as received.**
 - **Receives enrollment and intake forms, tracks and forwards to Information Service Manager as received.**
 - **Provides Supervisor of Health Services with an updated report, monthly or as requested.**

- Coordinates with Services Area Coordinators to provide workshops and training for parents, as requested.
- Completes Home Base FCP Monthly report and submits to Family and Community Partnerships Supervisor and Supervisor of Monitoring and Compliance.
- Attends the following meetings, monthly:
 - . Education/Coordinators Staff
 - . Family and Community Partnership Staff
 - . Health Services Staff
 - . Head Start Central Staff
 - . Other meetings as requested
- Supports a team approach in serving as a member of the Education Staff
 - Informs Supervisor of Education of needs, problems, and concerns regarding Home Based program.
 - Meets with Supervisor of Education to provide updates on progress, goals, and activities in the Home Base Program.
 - Provides Supervisor of Education with written monthly reports on Home Base Program Activities.
 - Makes Supervisor of Education aware of staffing changes and vacancies as they occur.
 - Submits information for filling vacancies to Supervisor of Education. Receives applications. Schedules and chairs screening and interview committees for hiring new Home Visitors. Follows all additional hiring procedures as instructed by Administrative Office Manager.
 - Ensures updated educational credentials and training documentation are submitted to Training and Transition Coordinator for filing in training files.
 - Works to continually improve and update professional skills and knowledge by attending meetings, conferences, or classes to keep informed of current best practices in the field.
- Adheres to NAEYC Code of Ethical Conduct as adopted by TAP Head Start
- Performs other duties as assigned and required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Through experience and/or training with established organizational skills which will ensure the proper operation of the program.
- Models respect and acceptance with staff and holds self just as responsible for the outcome of the program as anyone else.
- Shows loyalty to staff for their dedicated work and acknowledges their success to the agency.
- Demonstrated knowledge of preschool development, community resources and agencies that work with families.

- Seeks opportunities to provide training for professional development within the agency, the state and the region. Capable of working independently with staff or in tandem with other agencies/institutions.
- Represents the Home Based program to the community, volunteers and patrons in a professional manner.

TRAINING, EDUCATION AND EXPERIENCE:

- A Bachelors Degree with concentration in early childhood development or related field.
- Four years experience working with families and young children.
- Three years experience in a supervisory capacity.

SPECIAL REQUIREMENTS:

- Valid Virginia Operator's license with a good driving record and reliable transportation.
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services.
- Capable of maintaining certification in First Aid and CPR for adults, infants and children.
- Able to travel out of town and overnight for occasional training and conferences.
- This position requires the individual to be in the field and must have contact with the office staff and supervisor therefore an agency issued cell phone is necessary.
- Physical activity of this position – climbing; ascending and descending ladders, stairs, scaffolding, ramps, poles and the like; balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, use of fingers for – picking, pinching and typing; grasping, feeling, talking, hearing, repetitive motion of the wrists, hands, and/or fingers.
- Physical requirements of this position – medium work; exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently, and/or up to 10 pounds constantly to move objects.
- Visual acuity requirements – close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Conditions subject to in this position – environmental conditions; protection from weather conditions but not necessarily from temperature changes.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

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 aliens.

Equal Opportunity Employer/Drug Free Workplace
Bilinguals Encouraged to Apply

Home Based Coordinator
11-8-2016