

OPPORTUNITIES, INC. JOB DESCRIPTION

Job Title: EARLY HEAD START HOME VISITOR COORDINATOR

General Description of Duties:

Supervise Home Visitor Teachers that provide weekly home visits, primarily in the child's home, ensuring a full range of services that promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework, including children with disabilities and dual language learners, for later success in school and life. Plan jointly with Home Visitor Teachers and families group socializations that are intentionally aligned with school readiness goals, the Head Start Early Learning Outcomes Framework and curriculum, and providing opportunities for families to share experiences related to their children's development. Non-exempt position.

Required Qualifications:

Knowledge, Skills, Abilities: Analytical and problem solving, communication and interpersonal skills, knowledge of infant and toddler development, curriculum development and implementation, office practices including computer skills, read and write legibly, documentation, read, understand, and interpret regulations, data collection and analysis, organizational skills, flexibility, work with limited supervision

Certification/License: Pre-employment/annual health examination, annual TB Skin Test, CPR/First Aid, valid driver's license, current auto insurance, Opportunities van training

Education: Bachelor's in Early Childhood Education or related field

Experience: Some experience working with children and families, supervisory experience

Preferred Qualifications:

Knowledge, Skills, Abilities: Bilingual (Spanish), adapt to meet needs of all children, families, and staff, ability to multitask, knowledge of developmental disabilities, Teaching strategies, Child Plus, Conscious Discipline

Benefits: See Personnel Policy 301

Salary/Pay Scale: See Personnel Policy 212

Major Responsibilities and Duties:

Be knowledgeable, comply with, provide training of Early Head Start Program Performance Standards, Head Start Early Learning Outcomes Framework, Texas Minimum Standards for Child-Care Centers, Conscious Discipline

Maintain a positive demeanor, demonstrate competency, good judgment, and self-control in the presence of children, families, staff, and when performing assigned responsibilities at the Center or in the homes

Recognize, respect, and relate to the uniqueness and potential of all children, families, and staff; treat their cultures and beliefs with courtesy, respect, acceptance, patience, and empathy

Provide day-to-day supervision of Home Visitor Teachers ensuring all program objectives, requirements, and regulations are met

Ensure each Home Visitor Teacher carry a caseload of 10 to 12 families

Ensure visits take place with the primary caregiver not with babysitters or other relatives

Ensure that ERSEA documentation and requirements are followed

Provide relative ongoing communication between educational staff, program manager, health/disabilities service coordinator, any other relevant staff, families, and yourself

Contact family (in person or by phone) for purposes of education and exchange of information as required

Conduct in-person interviews verifying information and documents with families to determine eligibility, enrollment, family partnership agreements, transitions, and follow-ups

Actively recruit potential qualified families on an ongoing basis, maintaining a current waiting list with qualifying children

Participate and assist with Parent Committee meeting and Policy Council and encourage families to participate

Support staff in the effective implementation and adaptation of the curriculum by monitoring curriculum individualization, implementation, and fidelity; provide support, feedback, and supervision for continuous improvement

Recognize parents as children's lifelong educators and provide parent curriculum that builds on the parent's knowledge and offer opportunities for parents to practice skills promoting children's learning and development

Ensure Home Visitor Teachers promote parents' role as the child's teacher by creating secure and trusting parent-child relationships and help parents provide high-quality early learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills, and creative arts, include as appropriate the family's traditions, culture, values, and beliefs

Assist in creating and helping Home Visitor Teachers follow behavior plans when needed

Develop and implement group socializations twice monthly jointly with Home Visitor Teachers and families

Structure group socializations as to provide age-appropriate activities for participating children that are intentionally aligned with school readiness goals, the Head Start Early Learning Outcomes Framework, and the curriculum

Collaborate and refer families to community resources as appropriate to meet the needs of children and families

In collaboration with the family, the Home Visitor Teacher, other staff, and outside community resources, identify strengths and social services needs and interests and develop a written Family Partnership Plan to promote families' health, well-being, and self-help skills, assisting the family to meet goals

Assist in reviewing and maintaining accurate children's files

Ensure safety standards are followed during home visits and group socializations

Respond to emergency situations and drills as required

Implement goals, policies, procedures, and activities designed to provide the full range of child development and family support

Maintain fidelity with ongoing written documentation, assessments, parent curriculum implementation, family contacts, referrals, services provided, data of each individual child/ family, and up-to-date data entry

Maintain confidential records, following HIPAA and Confidentiality Policies

Submit all written reports, forms, and procedures to the EHS Program Manager or Office Manager in an organized, legible, and timely manner

Foster a cooperative rather than a competitive atmosphere, being open-minded with changes and differences

Provide medical, dental, oral, mental health information, support, and referrals to families when applicable

Perform housekeeping duties as appropriate

Schedule and provide transportation to appointments and meetings for families in need when appropriate

Participate in van training yearly

Supervise and provide leadership for staff including assistance in the hiring process, training, work schedules, time records, and performance evaluations

Serve as an advocate for Head Start families within the community by training and supporting EHS parents to advocate for themselves and their families

Facilitate and participate in training, in-services, conferences, seminars, meetings, and family activities as requested

Plan and facilitate School Readiness meetings with required individuals

Safeguard children from abuse, neglect, or exploitation while in the care of the Center

Identify, prevent, and report suspected abuse, neglect, and exploitation to DFPS as specified in the Texas Family Code, §261.101

Cover in the absence of Home Visitor Teachers and perform other duties as assigned

Be open to ask for and initiate assistance and follow directions of supervisor

Physical Requirements:

Communication - English speaking	Sitting for 1-2 hours continuously
Driving vehicles	Standing 3-4 hours continuously
Hearing for conversation	Stooping, kneeling, bending, twisting, crouching, crawling
Lifting up to 50 lbs.	Use of hands, wrists, and fingers
Pushing/pulling up to 50 lbs.	Vision for supervision, driving, and reading
Reaching overhead and in front of body	Walking for short distances

Responsible to: EHS Program Manager

Supervision of: Home Visitor Teachers

Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee's performance. At the time of evaluation, the job description is modified, if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given an opportunity to ask questions concerning it.

Staff Signature

Staff Printed Name

Supervisor Signature

Supervisor Printed Name

Date