



Position Opportunity

Home Base Supervisor

Are you passionate about making a difference in the lives of children?

As a non-profit organization, Orange County Head Start, Inc., is dedicated to providing thousands of low-income children and their families with quality childhood development programs and integrated support services right here in Orange County.

The Head Start home-based option is a method of service delivery that capitalizes on the home as the young child's primary learning environment, and covers all the elements of Head Start programming. Home-based services have a primary goal of promoting the development of children from birth to age 5 in all areas of development, as well as serving as a platform to promote maternal health for pregnant women.

As a Home Base Supervisor, the candidate will be accountable for the organization and management of the Home Base Program. Key responsibilities include: Supervise, coordinate, and plan staff, child, and parent meetings and trainings; observe and monitor home visits and socialization activities for compliance and professional coaching for staff. Train staff on developmentally appropriate practices and agency policies and procedures; provide reflective supervision and participate in a mentor/coach relationship with staff. Act as a conciliator for case conferencing to all families; communicate with community partners, school districts, and other agencies; maintain a budget within accepted limits; track purchasing and all other spending. Candidates for this position must be able to interface and work with other employees, parents and volunteers in a positive and professional manner.

Education requirements:

BA/BS degree in Social Services, Child or Human Development, Counseling, Psychology or related field; Child Development Site Supervisor Permit and 6 Infant Toddler Specialized units required. Bilingual Spanish is preferred.

Experience:

A minimum of four years experience in an Early Childhood or Head Start Program and one to two years of experience supervising teaching/home visiting staff. Extensive direct experience working with at-risk families. Strong leadership and communication skills. Knowledge of maternal/infant health, child, and human development.

We offer salary range is \$26.50 - \$27.24 per hour depending on education, excellent benefits, and the opportunity to serve the most vulnerable children and families in Orange County.

Final filing date Final filing date Friday, March 30, 2018 at 5:00 p.m.

Apply now to join our team! Submit an application, resume and transcripts to:

Orange County Head Start Inc.
2501 S. Pullman Street, Suite 100
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at www.ochsinc.org or call our Human Resources Department at 714-241-8920.

EOE

ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: HOME BASE SUPERVISOR- EHS

JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

JOB CODE: _____ Pay Grade 3

EMPTION STATUS: EXEMPT

JOB PURPOSE SUMMARY

The Home Base Supervisor's primary role is to provide ongoing, intensive professional supervision to the home-based direct service staff. This direct supervision helps to assure the quality of service provided and protects the integrity and respect of the families served.

ESSENTIAL JOB DUTIES

Provide weekly individual supervision to each assigned home visitor. Assist the staff in supporting families as they develop realistic and effective support plans to meet their own objectives and goals.

Determine effective methods of intervention and prevent burnout by allowing staff time to express their concerns in working with at risk families.

Assist with the selection of staff and participates in the orientation and in-service training

Oversee enrollment and support case management for the families of assigned home educators.

Visit assigned families with home visitors or alone as necessary to provide professional guidance and demonstrate team support.

Monitor performance of home educators.

Conduct family file/documentation review.

Collaborate with the Early Head Start Coordinator on protocols, procedures, daily functioning and productivity.

Assist and maintain data collection system including reports to the Early Head Start Coordinator.

Act as liaison contact for with other agencies and monitors contracts and ongoing program development.

Conduct team meetings and planning groups and provide daily support and crisis management to home visitors.

Accountable for supervising employee performance including preparation and presentation of performance reviews, pay administration, and disciplinary actions.

Determine staffing requirements and perform selection interviews.

Determine, approve, and coordinate training required for employee development.

NON-ESSENTIAL JOB DUTIES

Perform similar and incidental duties as required.

JOB QUALIFICATIONS

Education: The minimum requirements are a BA/BS in ECE or related field, a Child Development Site Supervisor permit and Bilingual Spanish is preferred. 6 units in Infant/Toddler development are required. Must have knowledge of child and human development and concepts of child abuse and neglect.

Experience: Direct experience working with at-risk families. A minimum of 1-year experience in managing and motivating staff and providing support in stressful working environments. Supervisory experience in a Human Services program preferred. Experience with working with diverse communities and families and the ability to be culturally sensitive.

Knowledge: General knowledge of performance standards, child development, labor laws, personnel policies, and procedures.

Language Skills: Ability to communicate orally and in writing.

Math Skills: Basic math skills required.

Other Skills: Basic computer skills including ability to use word processing, spreadsheet, and budgeting software packages.

Reasoning Abilities: Ability to think and act quickly in emergency and non-emergency situations.

Other Abilities: Ability to work in a team environment. Ability to tactfully deal with parents, children, and staff. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

Other Requirements: Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different centers, meeting and/or training venues.

REPORTING RELATIONSHIPS

Reports to Education Coordinator

MAJOR BUSINESS/PROFESSIONAL CONTACTS

Daily contact with Early Head Start Coordinator and other Education Department staff to obtain and provide information.

Routine contact with various employees in other service areas to exchange information and obtain support and services.
Routine contact with vendors to purchase items or services.

Periodic contact with school districts for transition activities and disability information and services.

Routine contact with community agencies to provide training and services for parents and staff.

WORKING AND ENVIRONMENTAL CONDITIONS

Typically functions in office, classroom and playground environments.

PHYSICAL DEMANDS

Typically requires sitting for extended periods of time. May require periods of time in front of a CRT.

Print Name _____ Date: _____

Signature: _____