POSITION SPECIFICATION

POSITION TITLE: **Home Based/ERSEA Coordinator**
POSITION CLASSIFICATION: **Non-Exempt Employee**
SALARY RANGE: **$18.00 – $19.01 per hour**

QUALIFICATIONS:

The person should have an Associate's or Bachelor's Degree in Early childhood Education and experience working with preschool children and their families in a home setting. Supervisory experience is preferred. Clearance from the New York State Central Registry of Child Abuse and Maltreatment and New York State Criminal Background check is required as well as a pre-employment physical and Tuberculin screening and every two years thereafter.

POSITION SUMMARY:

The person will work out of the Administrative Office. The person must be able to guide others through maintaining professional relationships among staff. Knowledge of and interest in the needs that are particular to the families served by Head Start is essential. The person must have strong management and organizational skills. The individual should be familiar with the local area and available resources. The person must work as a member of the Head Start team to provide quality services to children and families and to supervise the Home Based staff. **Due to the nature of this position, a hybrid remote work situation may be considered at the discretion of management.**

SUPERVISOR:

The Home Based Coordinator is directly responsible to the Head Start Assistant Director and Head Start Director.

CRITICAL ELEMENTS:

1. Respect and maintain the confidentiality of the Agency its employees and their families, consumers of agency services as well as in the community in harmony with agency policy inclusive of HIPAA regulations.
2. Orient new staff to the job including establishing mentorship relationships.
3. Observe and review Home Visitors' work with them on a regular basis, including at a minimum two group experiences and two home visit observations yearly.
4. Review records on a rotating basis regularly to assure the needs of children and families are being met as well as to review documentation.
5. Be a Mandated Reporter of Child Abuse and Neglect.
6. Submit all reports to the Director in a timely manner.
7. Monitor Home Visitor's work hours.
8. Coordinate Home Based efforts with those of service areas including Education, Family and Community Partnership, Health/ Disabilities, and Nutrition.
9. Aggregate and analyze outcome data and monitor staff(s) delivery of services to assure school readiness and children's achievements. Submit Outcome Reports to the Policy Council, the Board of Directors, and the public three times a year.
10. Implement, train, and monitor established ERSEA procedures. Conduct ERSEA committee meetings to propose any changes.

11. Review applications and complete the selection of children annually and as the need arises.

GENERAL RESPONSIBILITIES:

1. Familiarize and supervise Home Visitors as to all essential functions related to transporting Home Based vehicles including defensive driving (as stated in the Safety and Policy Manual) and upkeep of vehicles.
2. Arrange/provide in-service training.
3. Monitor and evaluate Home Visitors' job performance yearly, both verbally and in writing.
4. Schedule regular meetings for Home Based staff to allow for sharing experiences, exchanging information, and providing training.
5. Attend appropriate meetings and or training: onsite, cluster, state-wide or regional, including out-of-county/overnight training and evening parent activities.
6. Review Parent Education Training Logs information regarding the use of outside agencies in parent education activities.
7. Assist staff in setting professional goals; twice yearly monitor career development needs and assist in developing a long-term training and professional development plan.
8. Record family attendance on a daily/weekly basis.
9. Monitor volunteer hours.
10. Serve as a resource person as well as a support person for Home Based Visitors and families.
11. Coordinate/ network with Community agencies and public schools for the betterment of Head Start staff and families.

This job description is not intended to be all-inclusive. The Home-Based Coordinator will perform other reasonably related business tasks/duties as assigned by the Director, Assistant Director and/or as assigned in the Program's Integrated Plan.

This organization reserves the right to revise/alter job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Staff Signature Date

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Print Name

Revised: February 23, 2023
Policy Council Approval: March 8, 2023
Board of Directors Approval: March 15, 2023