

JOB OPPORTUNITY

Position Description: Home-Based Program Coordinator

This position supports the work of Rosemount Center, an early childhood education and family support center (Head Start - HS/Early Head Start –EHS/Office of the State Superintendent - OSSE/Private Pay). The Home-Based Program Coordinator coordinates and oversees the family services of the Home-Based staff and is responsible for the overall planning, implementation, coordination, evaluation, and ongoing administration of the Home-Based program and the Home Visitors. This is a full-time, salaried, exempt position.

Duties and Responsibilities:

1. Supervises all Rosemount Early Head Start Home Visitors through one-on-one weekly meetings as an advisor.
2. Works with Deputy Program Director to create, maintain and oversee monitoring procedures, protocols, and forms related to Early Head Start performance standards. Reviews and monitors all paperwork.
3. Coordinates training of Home Visitors. Sets up case management meetings with Home Visitors on bi-weekly basis.
4. Contacts all participating families, maintains a contact log to ensure that program services are being delivered. Works with all other components of Rosemount's program (health, nutrition, family services, mental health, special services, parent education and resource/referral) to integrate services into the family setting.
5. Supervises the planning and implementation of bi-weekly socializations for parents, and coordinates parent training sessions.
6. Works with Home Visitors to increase the number of Home-Based parents attending socializations and participating in Policy Council.
7. Serves as liaison between Home Visitors and the Enrollment Department. Assists with widespread recruitment efforts, including neighborhood canvassing to maintain an active wait list.
8. Supervises and maintains accurate written/electronic records for the Home-Based program including assessments, special education documentation, screening instruments, anecdotal observations, documents for transition to public school, and parent/teacher conference and other required forms.
9. Establishes daily and weekly goals, which promote individual and group educational plans
10. Responds to crisis and/or emergency situations.
11. Maintains confidentiality of family records and information.
12. Reviews Home Visitor daily attendance, leave requested, and leave taken.
13. Supports the Center's senior management and performs other duties upon request.

Qualifications:

1. AA degree in early childhood education, social services, human services, or related field required. Bachelor's degree preferred.
2. Bilingual English/Spanish necessary.
3. Three years of experience with Early Head Start and Home-Based Programs preferred.
4. Experience should include the ability to adapt curriculum to meet the needs of all children including at risk, special needs, and culturally diverse populations.
5. Knowledge of community resources and referral experience assisting families in need of services is highly desirable.
6. Must have flexible schedule to accommodate family needs, may be some evening or weekend hours.
7. Excellent organizational, time management and communication skills.
8. Familiar with Microsoft Office (Excel and Word) and database management (ChildPlus). Proficient in the use of technology to help inform child and family outcomes.

Physical Demands:

1. Primary responsibilities are performed on-site in a seated position and by travel in car or public transportation to Home-Based families.
2. Ability to use telephone and computer on a frequent basis
3. Light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds.

TO APPLY:

EMAIL RESUME AND COVER LETTER TO info@rosemountcenter.com