

Rosemount Center
Position Description
Home-Based Program Coordinator

This position supports the work of Rosemount Center, an early childhood education and family support center (Early Head Start –EHS/Office of the State Superintendent - OSSE/Private Pay) and reports to the Deputy Program Director with accountability to the Program Director and CEO. 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. Inputs data in ADP payroll system bi-weekly.
13. Supports the Center’s senior management and performs other duties upon request.

Qualifications:

1. Bachelor’s degree in early childhood education, social services, human services, or related field required.
2. Three years of experience with Early Head Start and Home-Based Programs preferred.
3. Experience should include the ability to adapt curriculum to meet the needs of all children including at risk, special needs, and culturally diverse populations.
4. Knowledge of community resources and referral experience assisting families in need of services is highly desirable.

5. Must have flexible schedule to accommodate family needs, may be some evening or weekend hours.
6. Excellent organizational, time management and communication skills.
7. Familiar with Microsoft Office (Excel and Word) and database management (ChildPlus). Proficient in the use of technology to help inform child and family outcomes.
8. Bilingual English/Spanish required.

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.

Workplace Environment: The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be exposed to weather conditions. The noise level in the work environment is usually moderate.

Note: The selected applicant must be legally eligible to work in the United States. This position is funded by a federal grant and employees must successfully complete medical testing annually and complete an initial criminal background check prior to employment.

Please email cover letter and resume to Ms. Iliana Feliz at ifeliz@rosemountcenter.com or by email to info@rosemountcenter.com

No phone calls, please.

Equal Employment Opportunity

Rosemount Center is an Equal Opportunity Employer and supports diversity in the workplace. All employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital or family status, sexual orientation, gender identity, or genetic information.