

Associates for Human Services, Inc.

JOB DESCRIPTION

DEPARTMENT:	EARLY HEAD START
POSITION	EARLY HEAD START CCP COORDINATOR
REPORTS TO:	EHS Manager as assigned.
SUPERVISES:	N/A
STATUS:	EXEMPT

GENERAL DESCRIPTION:

The Early Head Start Coordinator in conjunction with EHS Managers link critical services to parents and children to support them in a child-care setting to achieve individual goals. These goals will be towards both the healthy development of their child and toward the objective of economic self-sufficiency. This position works with a multi-disciplinary team to provide comprehensive services to enrolled families that are consistent with Federal Performance Standards. This includes all outreach activities needed to ensure community awareness of the program and maintenance of a strong waitlist.

REQUIREMENTS:

- Prefer bachelor's degree in early childhood education or related field with 2 year's Early Head Start experience.
- Certified Practiced Based Coaching (PBC), or ability to acquire within 6 months.
- Ability to assume responsibility and work independently in planning and implementing services to families.
- Ability to work with a multidisciplinary team.
- Comfortable in a variety of unfamiliar situations.
- Knowledge of birth to age 3 child development.
- Knowledge of Federal Performance Standards and EEC childcare licensing
- Understanding of child growth and development and developmentally appropriate practices for Infants and Toddlers.
- Ability to prioritize and maintain a flexible schedule.
- Ability to organize self and others to maintain performance standards.
- Current and valid driver's license and access to vehicle, or comparable access to transportation.
- Sensitivity to families with limited income and from diverse cultural backgrounds.
- Ability to maintain the highest confidentiality.
- Knowledge of Community Resources in assigned location.
- Willingness to abide by NAEYC *Code of Ethical Conduct*.
- Responsible for acquiring and maintaining mandatory training/certificates in First Aid, CPR, Blood Borne Pathogens, Abuse and Neglect Law and any other pertinent to this position.
- Responsible for providing evidence of a physical exam and results of a negative TB test within 12 months prior to hire date. Evidence of immunity to measles, mumps, and rubella upon hire. An initial Criminal Record Check is conducted before hire date and then per program mandate, every three years thereafter., and A TB test and physical is required every 2 years from initial date.
- AHS is committed to sustaining a workforce that reflects the diversity of the communities we serve, creating a fair and inclusive culture that enables all our employees to feel valued, respected and engaged. AHS is an equal opportunity employer. We provide equal opportunities without regard to sex, race, color, religion, age, national origin or ancestry, disability, veteran status, sexual orientation, genetic information, gender identity or expression, and any other personal attributes protected by federal, state,

or other laws. We thank all applicants for applying; however, only those selected for the interview will be contacted.

- Responsible for submitting and providing clearance documentation for all additional EEC background checks performed by Childcare Partner assigned.

DUTIES AND RESPONSIBILITIES:

- Learn and practice Early Head Start philosophy and meet Federal Performance Standards.
- Implement all program policies and protocols as per Program Plan.
- Oversee day-to-day Early Head Start operations of assigned partner’s centers.
- Coordinate Promis data entry and tracking
- Conduct regular home visits and family reviews which meet criteria in performance standards, to all assigned families.
- Assist families in setting goals toward the ultimate objective of economic self-sufficiency and support their efforts toward these goals.
- Assist families in development of individual transition plans and participate in any transition activities required by the program.
- Complete child development assessments and PFCE goals tri-annually and promote school readiness and PFCE outcomes.
- Participate in annual self- assessment where applicable.
- Responsible for maintaining current Family Partnership Agreements with all assigned families as per Performance Standards.
- Maintain records on children and families as per program.
- Complete documentation regarding home visits and classroom attendance responsibilities within required timelines.
- Submit monthly reports to supervisor.
- Participate in ongoing training as agreed upon in Individual Training Plan.
- Attending staff, parent, and team meetings, some of which may be held in the evening.
- Assist in planning and implementing family evening events.
- Maintain appropriate wait list and conduct intakes as necessary to maintain enrollment.
- Assist parents in maintaining State Childcare subsidies.
- Participate in screening and placement meetings as appropriate.
- Recruit parents to represent assigned center at PC meetings.
- Maintain strong cooperative relationships with center staff providing (PBC) coaching as needed.
- Be or become familiar with MA Dept. of EEC regulations for childcare centers.

This job description is not intended to be all-inclusive.

I have received and read this job description. My signature below represents acknowledgement of my responsibilities.

Employee Signature

Date

Supervisor Signature

Date