

COMMUNITY ACTION PARTNERSHIP FOR MADISON COUNTY

Job title: EHS Program Supervisor
Program: Early Head Start
Reports to: EHS Program Manager

JOB SUMMARY:

This position is responsible for the delivery of professional home visiting services to overburdened / low income parents of infants and toddlers through the direct supervision of the home visiting staff. This critical position ensures that the program's performance targets and standards for Early Head Start are met. Supervisor participates in program development through a team management approach.

ESSENTIAL JOB FUNCTIONS:

- Provide bi-weekly individual supervision for a minimum of 1½ hours (two hours preferred) for Family Support Workers. Supervisor is also available to provide support and guidance to workers.
- The safety of program staff is the responsibility of the professional supervisory staff.
- Supervisor may cover cases due to the absence of a worker and be required to provide home visiting services.
- Responsible for the assurance of quality home visiting services, through regular monitoring of the workers' performance and quality assurance measures including but not limited to, oversight of the scheduling of home visits; shadowing workers during visits with the use of a standardized feedback tool, review of case notes and files, and satisfaction interviews / surveys of participants..
- Supervisor will ensure that home visitors maintain and complete on a timely basis all documentation required according to the Policies and Procedures and Head Start Performance Standards.
- Participate in a team approach to program development with the Program Manager and Assistant Program Manager.
- Assist in hiring, evaluating and ensuring that staff have needed resources, updated curriculum materials, and trainings to grow professionally. Supervisor maintains a work environment that provides maximum health, safety and support to staff. Supervisor is responsible for overseeing new hire staff orientation.
- Take part in the annual self- assessment, federal grant reviews and other requirements of the Head Start Act and Head Start Performance Standards.
- Utilize reports in the data system to track home visitor case lists and home visits.
- Provide on-going monitoring to all health requirements of the program including; 45 day enrollment requirements, monthly oral and nutrition activities implemented by the Family Support Workers, Child Well Checks and children being up to date on their immunizations.
- Represent Early Head Start at Health Cluster Meetings and any additional community meetings deemed necessary.
- Follow through with Head Start Health Initiatives, as they become available.
- Supervise Health Specialist and monitor their data entries.
- Ensure compliance with Health Services in accordance with the Head Start Performance Standards.
- Other duties as assigned.

ACCOUNTABILITIES:

Perform all assigned duties in a professional, timely and accurate manner following the policies and procedures established by the Head Start Performance Standards, as well as Community Action Partnership. Maintain confidentiality of all information.

QUALIFICATION STANDARDS:

- A Bachelor's Degree is required in Early Childhood, Health or Human Service or a related field, home visiting experience providing services to families and/or young children preferred.
- Must have nonjudgmental attitude, good critical thinking skills, leadership abilities, ability to motivate others, collaborative skills, good organizational skills and a positive orientation towards learning and teaching.
- Knowledge of infant and child development, parent-child attachment, maternal-infant health and the dynamics of child abuse and neglect.
- Knowledge and experience in strength-based and family-centered provision of primary prevention services, and/or direct experience as a home visitor.
 - Must have valid driver's license evidencing safe driving history and a reliable vehicle.
 - Must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the background check.

The first ninety (90) days of employment will include intensive training; some out of town travel may be required.

SUPERVISORY RESPONSIBILITIES

Supervises direct service staff.

MENTAL AND VISUAL REQUIREMENTS:

Must be able to read and interpret policies and procedures.

Must be able to read and understand information on a variety of subjects including child development, parenting, and accurately share the information with staff.

PHYSICAL ACTIVITIES AND REQUIREMENTS:

Ability to drive a car, climb stairs, and walk to homes from car in all types of weather.

Must be able to verbalize and hear.

Able to sit for long periods of time.

EQUIPMENT USED:

Personal computer, telephone, photocopier, fax.

ENVIRONMENTAL CONDITIONS:

Office environment, outside agencies or offices, and private homes.

Exposure to second hand smoke, animals, inclement weather, and unknown factors.

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise other than an "at will" employment relationship.

EMPLOYEE'S ACKNOWLEDGMENT:

I have read and received a copy of this job description.

Employee Signature

Date

Supervisor / Early Head Start
Revised: April 22, 2019
Approved by: Antara Mitra
Classification: Non-Exempt

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