

**Position Title:** Early Head Start Family and Health Service Coordinator

**Agency:** Community Action Partnership for Madison County

**Classification:** Non-Exempt

**AGENCY:**

Community Action Partnership for Madison County is a private, non-profit, anti-poverty agency that assists individuals and families through a variety of programs. Established in 1983, the agency provides services in Madison, Herkimer, Oneida and Chenango counties from seven office locations. The agency is guided by a strength based philosophy that all individuals and families have strengths and that identifying and building on those strengths makes change possible. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, Housing, and Kinship.

**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. The Coordinator participates in program development through a team management approach.

**JOB DUTIES:**

- Provide bi-weekly individual supervision for a minimum of 2 hours monthly for Family Support Workers. Coordinator is also available to provide support and guidance to workers.
- Coordinator 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..
- Coordinator 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.
- Assist in hiring, evaluating and ensuring that staff have needed resources, updated curriculum materials, and trainings to grow professionally. Coordinator maintains a work environment that provides maximum health, safety and support to staff. Coordinator 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.
- Facilitate Transitions to Head Start, referrals to Head Start program, and consent for Head Start to share information.
- Oversee ERSEA requirements including processing applications for accuracy and timeliness and evaluating and monitoring ERSEA systems.

- Provide Workshops, training/and or technical assistance in ERSEA, child protective services, and family services topics that are research based to staff, families, and community in large and/or small group settings or individually as needed.

**QUALIFICATION AND SKILLS:**

- A Bachelor's Degree is required in 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.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the background check. If you are interested in being considered for this position, please submit your resume, cover letter and three professional references to:

[HR@capmadco.org](mailto:HR@capmadco.org). CAP is an EOE/AEE.