



**HEAD START OF YAMHILL COUNTY**  
**2045 SW HWY 18, McMINNVILLE, OR 97128**  
**POSITION DESCRIPTION**

<b>Revision Date:</b> June 13, 2016	<b>Position Number:</b> HSYC-12-10 – EHSCoord
<b>Position Title:</b> Early Head Start Coordinator	<b>Pay Range:</b>
<b>Reports to [Job Title &amp; Division/Department]:</b> Executive Director	
<b>FLSA Status:</b> Exempt	
<b>Positions Supervised:</b> EHS Family Educators	

### GENERAL DESCRIPTION

Work in collaboration with staff, Leadership team, program consultants/contracted specialists and community partners to deliver quality home based services to rural and at-risk children, families and pregnant women in accordance with Federal Head Start Performance Standards and local, state and or agency policies and procedures. Responsible for the administration of the Home Base Early Head Start and program, including: program design and management; oversight and management of staff duties and responsibilities; reflective guidance practices that are responsive to the needs of home base staff and families; record-keeping and monitoring systems; and development of community partnerships.

### MINIMUM QUALIFICATIONS:

1. Significant experience in administration, including balancing regulatory requirements with budget constraints and growing community needs. Head Start or Early Head Start experience preferred.
2. Strong knowledge of theories and practices of Early Childhood Education/Development and Family/Social Services with focus on Infant/Toddler development.
3. Experience in design and delivery of training.
4. Experience working with staff and families with diverse backgrounds.
5. Experience working with at-risk, rural families is preferred.
6. Experience in Reflective Supervision is preferred.
7. Ability to determine and prioritize demanding workload while being flexible to emergent/unplanned needs and situations.

8. Significant decision-making and problem-solving in many areas including the allocation of resources to program components, supervisory issues, scheduling and provision of program services.
9. Ability to handle highly stressful and sensitive situations in a professional manner.
10. Ability to interpret and implement complex policies and regulations.
11. Ability to work independently and maintain professional boundaries and confidentiality.
12. Ability to exercise tact and discretion in all employee interactions.
13. Strong organization and time management skills, ability to meet tight deadlines.
14. Demonstrate an understanding in ethical practices as listed in the NAEYC Code of Ethics
15. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children
16. Intermediate to advanced computer skills, including internet and e-mail.
17. Warm tone of voice
18. Enthusiastic, energetic, compassionate, sensitive and respectful personality
19. Willingness to learn and implement Developmental Parenting.
20. Demonstrate ability to use positive guidance techniques (PBIS) with children, families, and co-workers.
21. Maintain confidentiality and exercise sound judgment concerning privileged information
22. Reliable transportation

**MINIMUM EDUCATION AND/OR EXPERIENCE:**

Minimum of a Bachelor's Degree in Early Childhood Education, Child Development or a related field, and a minimum of five years professional leadership/management and supervisory experience preferably in an educational or social services non-profit.

**COMMUNICATION SKILLS:**

1. Able to effectively communicate positively, respectfully, sensitively and confidentially with children, families and co-workers.
2. Represent the organization to the public in a professional manner
3. Ability to read, speak, and write with proficiency in English language
4. Bilingual/ Bi-literate English/Spanish preferred.
5. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings.
6. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively regarding children and families.
7. Ability to participate in effective conflict resolution practices.

**CERTIFICATE, LICENSES, REGISTRATIONS:**

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division.
2. Valid Oregon driver's license
3. Valid vehicle insurance, as required by state law
4. Obtain First Aid/CPR certification within 90 days of hire.
5. Obtain Recognizing Child Abuse & Neglect certification within 90 days of hire.
6. Obtain Food Handler's permit within 30 days of hire.
7. TB clearance and pre-employment physical; kept current according to HSYC policies.

**Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.**

**ESSENTIAL JOB DUTIES:**

1. Plans, supervises, and facilitates comprehensive services for children, families and expectant women within the home base program by:
  - Developing, implementing, monitoring, and reviewing annual work and training plans.
  - Overseeing Family Educators
  - Overseeing the functions of home visiting and group socializations to ensure program requirements including plans and goals for meeting the individual needs of children and families are implemented consistently.
  - Working with other Component Coordinators to insure program services holistically meet the needs of participants according to program requirements.
  - Ensuring the use of Agency-adopted home visiting curriculum, assessments, materials and strategies.
  - Reviewing random sampling of children's files and Child Plus reports and data monthly for timely delivery of services.
  - Ensuring referrals, assessments and screenings, and supporting staff and families in setting plans and follow up within required time lines.
  - Ensuring the maintenance of complete, up-to-date, and accurate records.
  - Monitoring, analyzing, and reporting on home base program activities, data and statistics, and program information with component coordinators including: screenings and assessments, transitions, disabilities, nutrition, mental health, parent concerns, growth, and involvement, home visiting, socializations, child and family outcomes, attendance, referrals, follow-ups, and community partnerships.
2. Maintains program staff performance results by:
  - Training and supervising Family Educators.
  - Supporting Family Services and Health & Nutrition Coordinators in regular Case Management meetings with staff.
  - Participating in regularly scheduled group and individual Reflective Supervision with staff.
  - Supporting staff to promote parents in their parenting role as their child's first teacher and building on that relationship to enhance parent-child attachment.

- Developing and encouraging relationships (staff-parent, parent-child) based on strengths, respect, and trust.
  - Providing supportive staff performance reviews.
  - Ensuring program effectiveness through employee performance and professional development plans.
  - Planning, monitoring, and appraising job results.
  - Meeting regularly with Leadership and Coordinator Team for reflective practices and guidance.
  - Implementing staff disciplinary action in accordance with Agency policy and procedures.
  - Reviewing and authorizing staff time, spending, and mileage records to ensure compliance with Agency policies and procedures, and in regards to wage and hour laws and regulations.
  - Ensuring compliance with Agency occupational safety and health standards.
3. Ensures the hire of qualified staff by:
- Participating in Agency hiring process and procedures.
  - Participating in team interview panels.
  - Providing orientation and training to new staff as required.
4. Advocates for Head Start by:
- Fostering an understanding of Head Start and HSYC, its mission, vision, goals, and objectives.
  - Representing program to outside organizations.
  - Designing and delivering regular formal presentations to parents, staff, Board of Directors and community groups to provide information and ensure collaboration and promote advocacy.
  - Working with local agencies to provide service to children and families.
  - Arranging, coordinating, and monitoring contracted services and activities of community agencies and consultants to include training, counseling in such areas as Child Development, Mental Health, and Disabilities, Parenting, Social Services, Prenatal and Nutrition.
5. Contributes to team effort by:
- Being a participant on the HSYC Leadership and Coordinator Teams.
  - Collaborating with Leadership Team to develop coordinating work plan training sessions for pre-service and in-service training as needed throughout the year.
  - Interacting with members of Board of Directors and Policy Council upon request of Executive Director. Attend meetings as requested by Executive Director.
  - Completing and submitting monthly reports.
  - Attending local staff and parent meetings.
  - Attending local and or state training.
  - Assisting Executive Director in planning for appropriate facilities and space.
  - Assisting in the establishment of access to preventive and acute care health services in the community through contracts and interagency agreements.
  - Assisting in the development of mental health, oral health and medical contracts in

- conjunction with local agencies in the community.
  - Meeting with Executive Director as required (minimum monthly on a regular basis)
  - Establishing open and positive communication and interaction with all staff.
  - Participating with HSYC Leadership Team in program planning, establishing policies and procedures, budget preparation, grant development, and assistance with preparation of annual federal and state grants.
  - Participating in the development of collaborations and facility development for future expansion of families and/or services.
  - Participating in the coordination of the annual Program Self- Assessment and follow-up planning for improvement
  - Openly receiving feedback from members of the Leadership Team and implement plans of action to comply with Head Start Performance Standards and HSYC policies.
6. Maintains professional and technical knowledge and practices by:
- Attending educational workshops, establishing personal networks, attending designated training workshops or seminars, participating in training as part of the HSYC team.
  - Implementing and employing the NAEYC Code of Ethics and Agency-specific ethics and policies.
  - Keeping current on local, state, and federal regulations and accepted best practices applicable to Parent, Child, Infant and Toddler Development program service areas.
7. Maintains confidence and protects agency operations by:
- Keeping information confidential.

**ADDITIONAL JOB DUTIES:**

Perform other duties as requested.

**SUPERVISORY RESPONSIBILITIES:**

1. Use Reflective Supervision with staff and co-workers as a method of building on strengths and encouraging growth and development as effective and vital members of the HSYC Agency.
2. Hire, mentor, coach and evaluate the performance of Family Educators.
3. Encourage and support professional development opportunities.
4. Facilitate resolution of conflicts within the organization according Agency policies and procedures.
5. Promote a consistent exchange of information in all directions.
6. Promote training that meets team and individual needs.

**PHYSICAL DEMANDS:** The physical demands 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 the job, the employee is frequently required to sit on the floor for long periods of time; bend; stoop; crawl; play; run after and with children on a regular basis.

1. Ability to: lift up to 80 pounds

**MENTAL DEMANDS:**

1. Job requires mental alertness
2. Ability to anticipate possible crisis situations and deal with them effectively
3. Ability to use good judgment with at-risk client populations.

**WORK 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

1. Exposure to outside weather conditions
2. Driving in all conditions
3. Indoor environment
4. Exposed to wet and/or humid conditions due to outside weather conditions
5. Work within a team environment

**CONFIDENTIALITY:**

Respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues and other program operations

**I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.**

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**Signature**

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**Date**

*The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.*