

Job Vacancy Notice

Early Head Start Supervisor



Community Action

Job Details

Position: Early Head Start Supervisor
Department: Early Head Start
Salary Range: \$48,809-\$61,021 Annually
Schedule: M-F, 40 Hours/Week

Benefits:

Community Action offers excellent benefits including generous paid time off (PTO), paid holidays, health, dental & life insurance, retirement, employee discount programs and more.

Background Checks:

CAPRW conducts criminal background checks at the time of hire. Some positions require additional fingerprint and photo verification. Not all backgrounds are a barrier to employment.

Posting Dates: 10/24/18-11/04/18

To Apply

Complete our online application at:



Community Action
www.capr.org

OR

Visit our Facebook page at:



www.facebook.com/capr
and click on "Careers"

Our Location

Community Action
Human Resources
450 Syndicate St N, Suite 35
St. Paul, MN 55104

Our Mission

The mission of Community Action is to mobilize community resources to reduce poverty and its impact on people in Ramsey and Washington Counties.

Community Action is an Equal Opportunity Employer and will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status with regard to public assistance.

Job Summary:

Under the supervision and direction of the Early Head Start Manager, the EHS Program Supervisor is responsible for ensuring the provision of services to enrolled children, pregnant women, and their families as required by federal Head Start Performance Standards, other federal and state regulations, and program policies and procedures; and that staff meet Head Start specific content areas in Family Services, Child Development, Education and/or Parent Involvement. The EHS Program Supervisor works with the EHS/Head Start Administrative team in developing and overseeing implementation of the program's services, policies and procedures, and curricula. Principles and skills of strengths-based, family-centered, relationship-based, infant mental health, and reflective-based practices are utilized in this position.

Essential Functions (Not All Inclusive):

- Provide Home Visitors with regularly scheduled Reflective-based supervision and case consultation, and ensure comprehensive services are being provided to each child and family.
- Mentor, coach, and monitor Home Visitors in the provision of child and parent education and health services, including child education, health, oral health, nutrition, and mental health services.
- Supervise staff, including staff schedules & review of time sheets. Assist in the determination of assignments and caseloads.
- Regularly attend home visits with staff and substitute for home visitors as needed.
- Understand and implement all federal Head Start Performance Standards, other applicable regulations, and program policies and procedures.
- Participate in the development and implementation of annual program plans, and policies and procedures.
- Support the EHS Manager in the ongoing monitoring of Home Visitors' work, including file reviews and review of data tracking reports Assist in developing and facilitating team communications, meetings, and in-service training.
- Remain current with changes and new developments in the field of prenatal, postnatal and early childhood and family development and education. Share pertinent information with other project staff and partners.

Qualifications:

- Bachelor's degree in Social Work, Early Childhood Education, or related degree and 3 years of experience in the early childhood and/or family services field including trauma-informed practice and reflective-based supervision, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Two years of experience providing supervision, mentoring, or coaching in a similar field required.
- Experience in home visiting, working with low-income and culturally diverse families, families with multiple risk factors, children ages birth to three, and/or pregnant women strongly preferred.
- Knowledge of Head Start is preferred.
- Excellent written and verbal communication skills required.
- Ability to utilize with Microsoft Office Suite, Google Drive and Google Apps, and a complex database.
- A valid driver's license and reliable transportation on a daily basis is required.
- Must be able to relate to and communicate with people of varying multi-ethnic and socio-economic backgrounds.
- Must obtain CPR/First Aid Certification within 90 days of hire; must maintain certifications.