

Wabash Area Development, Inc.
Job Description

Job Title: Homebase Site Supervisor
Department: Head Start/Early Head Start
Reports to: Employee Performance and Disability Coordinator
Grade Level: Grade VIII
Prepared by: Head Start Director
Prepared date: 3/5/20
Approved by: Executive Director
Approved date: 3/6/20

Summary: Supervises the delivery of Head Start and Early Head Start services to families in the assigned location. Assures that the Head Start/Early Head Start Performance Standards are met. Assures that the goals and objectives of the program are carried out in cooperation with the goals of Wabash Area Development, Inc.

Essential Duties and Responsibilities include the following.

Know and adhere to Head Start Performance Standards and agency policies and procedures.

Supervise home visitors and health staff at assigned homebase site, monitor staff performance and provided services to ensure high quality.

Monitor home visitors on home visits at a minimum of once a quarter, documenting results.

Assign and maintain caseloads with each home visitor.

Assist in completing home visits and assign staff to cover home visits when short staffed.

*Home Visits include driving to and going into homes within the community to educate parents and children.

Maintain enrollment records on each family including all necessary documents. Quarterly, randomly check families' home visit documentation and files (2 per staff) to ensure accuracy and completeness.

Monitor home visitors and health staff's tracking of families' health needs and statistics in Child Plus to ensure that family needs are being addressed in a timely manner.

Serve as a trainer-on-site for home visitors and health staff.

Submit monthly reports to the appropriate staff at Central Office.

Monitor and assist home visitors as they plan and implement their weekly schedules. Ensure that home visitors and health staff are providing the County Manager with weekly schedules and timely updates if necessary.

Arrange office furniture when needed or as requested by management to ensure the office arrangement is appropriate for effective work environments.

Meet with coordinators as needed to update progress and concerns of homebase staff.

Ensure socializations are planned, monitored, and staffed. Supervise socializations or find coverage if not available.

Maintain necessary statistics and complete monthly reports. Monitor of find data entry and all tracking completed by staff.

Provide input to the Homebase and Disability Coordinator regarding training needs of homebase staff.

Complete agency evaluation(s) on assigned home visitors and health staff.

Make arrangements with local churches/community buildings for Parent Café/socialization use. Monitor site for safety and disability access.

Attend agency leadership meetings and program supervisory meetings as assigned.

Attend college classes as negotiated by the HS/EHS Director, Executive Director, or HS/EHS coordinator.

Monitor home visit schedules, suggesting and making changes if needed for better time management.

Monitor to ensure screenings are completed within program requirements.

Assist with the implementation of educational screenings and rescreens.

Interpret scores and give ideas for child developmental goals, document in COR and Child Plus as appropriate.

Attend IEP and IFSP meetings as needed or requested.

Provide local public transportation information to staff to educate families.

Compile bus list and submit to transportation staff prior to socializations.

Coordinate the recruitment and maintenance of program enrollment in assigned sites. Provide assistance at local school preschool screenings. Enter applications into Child Plus.

Monitor attendance records, note irregularities and provide follow-up to ensure family receives support services to enable participation in program.

Review the needs assessments and coordinate development of the Family Partnership Agreement for each enrolled family. Monitor and review family goal setting in Child Plus.

Provide counseling information and /or referrals to families requesting services. Provide information on health, mental health services, literacy providers, adult education, GED, CFC, WOVSSED, and/or referrals to families requesting services.

Assist with the annual preparation and revision of the agency Community Assessment and the Community Resource Book.

Submit requested information for the annual Program Information Report. (PIR)

Attend local partnership meetings as assigned.

Serve as liaison/advocate for families with community service agencies.

Organize and coordinate the monthly parent café. Submit parent café/socialization plan and flyer for prior approval.

Develop educational workshops for parents in areas of identified needs or appropriate requests.

Collaborate with local community providers, events, and access community speakers.

Assist staff with reporting neglect/abuse to DCFS hot line.

Mediate with staff to resolve conflicts.

Maintain confidentiality regarding child, family, staff and/or agency matters.

Approve supply list bi-weekly before submission.

Initiate and obtain consent to release information from parents for screening results, health information, etc. Ensure that the program has parent consent to release information and that all required paperwork is completed with each family.

Any other duties as assigned to ensure smooth program operation and/or to assist with coordination of other agency sponsored services.

Supervisory Responsibilities: Directly supervises homebase staff. Is responsible for their overall direction, coordination, and evaluation. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; data entry monitoring; appraising performance; rewarding and disciplining employees; addressing complaints, and resolving problems.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data; uses intuition and experience to complement data.

Design – Generates creative solutions; demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management – Develops component workplans; Coordinates projects; Communicates changes and progress; Completes projects on time; Manages project team activities.

Technical Skills – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Remains open to others' ideas and tries new things; Keeps emotions under control; Listens to others without interrupting.

Oral Communication - Demonstrates group presentation skills; Participates in meetings; Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; Contributes to building a positive team spirit; Exhibits objectivity and openness to others' view; Gives and welcomes feedback; Puts success of

team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Delegation – Delegates work assignments; Matches the responsibility to the person; Provides recognition for results; Gives authority to work independently; Sets expectations and monitors delegated activities.

Leadership – Inspires and motivates others to perform well; Gives appropriate recognition to others.

Managing People – Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Continually works to improve supervisory skills; Takes responsibility for subordinates' activities; Fosters quality focus in others; Improves processes, products, and services.

Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Cost Consciousness – Works within approved budget.

Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows through with commitments; Understands the dynamics of the operation of a successful business; Requires staff to improve rather than adjust performance downward to meet existing staff qualifications.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Education: Prefer a Bachelor or Associate degree in Early Childhood, Human Services or related field. If currently without a completed degree, must be willing to complete degree in a negotiated time period. Experience must be directly related to responsibilities of position. Prefer previous experience in homebase program. Prior supervisory experience also preferred. Must have the ability to relate well with co-workers and the community. Salary based on salary schedule, experience and education.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of Child Plus software, internet, email, Microsoft, iPads, and iPhones. .

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 this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 lbs, anything over 50 lbs requires a 2 person lift. Specific vision abilities required by this job include close vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Staff Signature

Date

Supervisor's Signature

Date