

**CAPSTONE COMMUNITY ACTION
JOB POSTING**

Overview

DATES OF POSTING: 10/31/2016 – 11/09/2016 or Open Until Filled

NUMBER OF POSITIONS: **1**

POSITION: **Early Head Start Care Coordinator**

BARGAINING UNIT POSITION: Yes, Union Position (Union dues are currently \$17.15 bi-weekly).

LOCATION: **Morrisville**

PROGRAM: **Head Start**

SCHEDULE: Full time/Regular, 40 hours a week

CLASSIFICATION: Hourly

SALARY RANGE: \$16.01 - \$18.74 /hr depending on education and experience

MINIMUM QUALIFICATIONS: See Job Description

**Capstone Community Action is an Equal Opportunity Employer and Provider.
Applications from women, individuals with disabilities, veterans, and people from
diverse cultural backgrounds are encouraged.**

Only those applicants selected for an interview will be contacted.

Send cover letter & resume to: jobs@capstonevt.org

Capstone Community Action, Inc.

JOB DESCRIPTION

Program: Head Start

Job Title: Early Head Start Care Coordinator

Pay Grade: 2

Last Review Date/Update/Change of Job Description: 6/7/16

A. General Statement: The Early Head Start care coordinator works in partnership with licensed child care centers, contracted Early Head Start care providers, and Early Head Start families to ensure comprehensive services and high quality child care. This position serves a dual function as the child care provider coach and as the family service worker working directly with parents in the family partnership process. These child and family services are provided in accordance with the Head Start Performance Standards and VT licensing regulations. The Early Head Start Care coordinator is responsible to the Head Start director and is supervised by the Early Head Start Care manager.

B. Essential Functions:

1. Responsible for the recruitment of providers and EHS age and income eligible children and families for the EHS Care option; maintaining full enrollment and wait lists. Provide EHS orientation and review of the contract with providers.
2. Provide each child care provider with a minimum of two bi-monthly site visits; coordinate support from program content area managers, consultants and community support services as necessary. Provide each EHS enrolled family with a minimum of 15 home visits annually; more if deemed necessary.
3. Perform record keeping documenting the provision of content area services to enrolled Early Head Start children in health and nutrition, social services, family engagement, parent education and training and disabilities and mental health in accordance with Head Start Performance Standards and Capstone Head Start content area plans. Enter family and child data on the management information software and keep it current. Provide statistical, analytical or other information reports as requested. Maintain confidentiality of all Head Start child and family information.
4. Ensure the use of *Creative Curriculum for Infants and Toddlers* and *Heart Start Characteristics*. Conduct screenings and assessments (ASQ-3) and (ASQ: SE) for each enrolled child. Work with providers and families to implement The Pyramid Model and Teaching Strategies Gold observations and assessments.
5. Share responsibilities with the providers for socializations (family outings), parent meetings, trainings, and other events. Inform parents of program governance opportunities. Promote parent engagement.
6. Assist child care providers with training and technical assistance. Support providers in the creation of individual professional development plans, improving credentialing and participation in the provider quality rating system.

7. Work with the providers to adapt program services to the needs of families with a child or member with disabilities. Initiate services or join the on-going efforts of other providers who are engaged with the family.
8. Identify strengths and work toward each family's self-assessed goals as documented in the Family Partnership Plan. Determine the existence of other plans and coordinate with other service providers accordingly.
9. Participate in professional development and collaborative activities including monthly in-service training, local child care provider networks, early education networks, basic staffing teams, One Plan meetings, etc. Participate in inter-program and interagency team activities in accordance with job expectations.
10. Meet with EHS Care manager monthly to review work, goals and professional development. Create an individual professional development plan annually. Promote Capstone Head Start positively and proactively in the community at meetings and initiatives.
11. Other duties as assigned.

C. Other Duties as Assigned

D. Qualifications:

1. B.A. in Early Childhood Education or human/child development with a focus on infant/toddler development. VT Early Childhood Teacher Licensure. Prior Head Start and child care provider experience strongly preferred.
2. Willingness to commit to a flexible work schedule that includes evening and weekend hours.
3. Excellent written and verbal communication skills.
4. Familiarity with family child care.
5. Understanding of child care and parenting issues, adult learning styles and sensitivity to the needs of low income families.
6. Commitment to working as part of a local team.
7. Valid driver's license, reliable vehicle and proof of insurance required.

E. Signatures:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Program Director: _____ Date: _____