

Home Visiting Coordinator

In order to support positive outcomes for families with young children, the Home Visiting coordinator provides supervision and support for the Early Head Start Home visitors and Parents as Teachers Parent Educator. The Home Visiting Coordinator is responsible for coordinating the day-to-day implementation of KCI's comprehensive home visiting programs, where emphasis is placed on the home being the child's primary learning environment.

ESSENTIAL FUNCTIONS

Key Performance Area – Supervision of Home Visitors & Parent Educators

- Provides support and supervision for Early Head Start (EHS) Home Visitor to ensure compliance with EHS Performance Standards and other applicable regulations
- Provides support and supervision for the Parents as Teachers (PAT) Parent educators to ensure compliance with PAT essential requirements and other applicable regulations
- Ensures implementation of Partners for a Healthy Baby curriculum & MTS Color Banding standards in the EHS home based program
- Ensures implementation of the Parents as Teachers curriculum in the Parents as Teachers program.
- Regularly meets with Home Visitors & Parent Educators to provide reflective supervision and assure compliance with Early Head Start and PAT standards
- In collaboration with Human Resources Manager, follows disciplinary procedures as required
- Conducts introductory appraisals with Home Visitors & Parent Educators within 90-days of hire
- Conducts annual performance appraisal in May of each year
- Assists in identifying individual training goals using the Individual Training Plan form
- Conducts personal visit observations biannually and as needed
- Conduct file reviews annually

Key Performance Area – Supervision Recordkeeping and Reporting

- Inputs data into the Child Plus and Visit Tracker Data management system as needed
- Regularly monitors Child Plus and Visits Tracker to ensure Home Visitors and Parent Educators document services including personal visits, referrals, goals, screenings, assessments, and follow-up in a complete and timely manner.
- Documents quality and fidelity monitoring in the PAT Quality Assurance blueprint
- Responsible for accuracy of all Parent Educator and Home Visitor reports

Key Performance Area – Service Delivery Recordkeeping and Reporting

- Monitors screening timelines and assures timely completion and follow-up by contacting appropriate staff for completion of requirements
- Monitors enrollment and attendance to ensure regular service delivery
- Submits monthly report summarizing service delivery for each program

Key Performance Area- Enrollment and Recruitment:

- Distributes applications and collaborate with community partners to assure knowledge of the Early Head Start & Parents as Teachers home visiting programs
- Attends community events to promote the Early Head Start & Parents as Teachers home visiting programs
- Maintains the Parents as Teachers & Early Head Start Home Base waitlist and select families for enrollment based on the established points system
- Assists families with the application/enrollment process as needed

Key Performance Area – Group Connection Experiences

- Oversees Home Visitor & Parent Educator planning and coordination of bi-monthly group socialization/connection experiences.
- Ensures EHS families have the opportunity to participate in monthly Parent Committee meetings (PCMs)
- Conducts group connection/socialization observations quarterly and as needed

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Key Performance Area – Community Partnerships

Current resources and community connections:

- Maintains currency of knowledge with regard resources available in the community
- Ensures awareness of Kids' Corps, Inc. by familiarizing local service agencies with our services to families and children through community gatherings, meetings, training sessions, etc.

Community collaboration:

- Facilitates quarterly Home Visiting Community Advisory Board meetings
- Advocates and collaborates with community agencies to support child, family, and agency outcomes
- Participates in community collaboration projects as assigned
- Assists families in connecting with resources outside of Kids' Corps

Key Performance Area – Work Habits and Practices

- Reports to work, on a regular basis, as scheduled
- Functions as an effective team member
- Demonstrates a commitment to Kid's Corps, Inc. mission, values, policies, and procedures in the performance of job duties
- Continues to increase professional knowledge, skills, and competencies in job related areas; incorporate and demonstrate new knowledge and skills while performing duties
- Maintains confidentiality of program information, staff information, and participant information
- Attends and participates in staff meetings and training sessions
- Demonstrates professional conduct and behavior
- Incorporates constructive direction from supervisor to improve job performance
- Accepts responsibility for quality job performance and makes changes as needed
- Manages time wisely

Key Performance Area – Communication

- Assure continuous and timely flow of verbal and written communication to and from other staff, supervisor, program participants, and the community. Conduct communication in an effective, respectful, timely, and supportive manner
- Advocate for and secure services in the community by maintaining constructive communication with a range of community service providers and community service professionals
- Prepare and provide timely and accurate written reports as required or requested
- Follow calendar, Teamwork Times, center newsletters, and memorandums to assure current knowledge of agency happenings
- Email, phone calls, texts, chats, letters, inter office mail, videoconference, and in person meetings as needed

MARGINAL FUNCTIONS

Perform other assignments as requested by supervisory staff

Participate in planning process as directed

Participate in self-assessment process as directed

Position Information

Reports to: Family Services & Health Manager

Supervises: Early Head Start Home Visitors & Parents as Teachers Parent Educators

Requirements: Bachelor's degree in early childhood, Family Services, or related field with two years of experience working with children and/or families.

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Prefer: 12 months of supervisory experience
Prefer: Bi-lingual (fluent written and verbal)

Starting Salary:

4-Year Degree	Graduate Degree
\$30.00	\$34.35

Introductory Period: 90 Days

Other Requirements:

Certifications:

- Appropriate and current First Aid and CPR certification
- Current and approved background check with Municipal Licensing (requires fingerprinting and Interested Person's Report from the State of Alaska)
- Proof of United States employment eligibility as required on the I-9 form
- Driver's License (requires daily access to personal vehicle that is insured for purposes going on home visits, must provide proof of insurance twice a year)

Abilities

- Must be able to evacuate self, children, and parents from building and bus safely in the event of an emergency
- Able to work cooperatively with other adults
- Able to maintain confidentiality of program information
- Effective written and verbal communication abilities

Physical Abilities:

See attached list

This Job Description describes the essential functions and qualifications for the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature below indicates that you have read the job description and understand the essential functions of your position.

PAYROLL INFORMATION:

- Timesheets are due every other Friday.
- Pay dates bi-weekly, alternating Friday's from timesheets.
- Payroll checks are direct deposited or mailed to employees on the pay date.
- All positions are contingent upon Policy Council Approval
- This position is dependent upon availability of funding (all positions are grant funded).

All positions may be required to work occasional evening and/or weekend (usually Saturday)

Personnel Policies and Procedures are available on the Internet at <http://kcialaska.org>

All employment with Kids' Corps is "at will". This means that the employee or Kids' Corps may terminate employment at any time and for any reason with approval from the Head Start Policy Council. No term of employment is expressed or implied by this job description.

Employee Signature: _____ Date: _____