



Early Head Start Coordinator

Job Purpose:

- Provide Early Head Start program management for Front Porch Alliance: coach, mentor, and train all Early Head Start staff
- Be familiar with and adhere to the Early Head Start Program Performance Standards
- Maintain an open, friendly, professional relationship with all staff and families to include respect for culture, diversity, and ethnicity

Essential Duties and Responsibilities:

- Mentor, coach, and administer work plans and directives to staff
- Communicate areas of performance improvement to staff and promote training that reflects the individual needs of staff members and/or the team as a whole
- Arrange and facilitate regular meetings with staff and provide mandated training and updates to policies and procedures
- Facilitate the resolution of conflicts between staff
- Ensure program compliance with codes of all state, local licensing agencies, and grant requirements
- Coordinate playgroup socializations and
- Ensure that all Head Start Performance Standards, family engagement, reflective supervision, and weekly family case management team and individual debriefing are met through the efforts of collaborative teams; work closely with Program Director and monitor systems that ensure program quality
- Arrange for services in all functional areas, utilizing internal and external resources to provide medical, social, mental health, educational, and special services as deemed appropriate
- Coordinate with local agencies, community service organizations and educational providers, and partners to recruit and retain home visiting for 36 families.
- Regularly monitors the FPA EHS waitlist, to include calling families regularly on the waitlist to let them know when they'll be accepted into the program. Building relationships and support when possible to families on the waitlist.
- Attend meetings, training, and appropriate professional development activities
- Supervise Parent Coaches in maintaining compliance with the Early Head Start Program Performance Standards, Front Porch Policies and Procedures, additional grant



agreements and state licensing regulations by monitoring, evaluating, and submitting required documentation

- Uses reflective supervision and provides input into purchasing of equipment and materials for home visits
- Maintains an accurate and up-to-date record-keeping system as deemed necessary for meeting program objectives
- Prepares and submits accurate reports, integrating SOAP note format as required.
- Utilizes quarterly practice profile to provide input into Parent Coaches' evaluations
- Provides training and orientation of new staff
- Plan, conduct, and participate in scheduled in-service training concerned with child development and early childhood education to improve teaching skills and increase knowledge of child growth and development; experience with family systems theory and person in the environment a plus
- Reviews and analyzes reports such as SOAP notes as well as case management notes, records, and directives related to the operation and delivery of services - quarterly staff reviews and observations, FAN training, and FDC
- Participates in program planning/coordination with Front Porch Alliance partnerships in lines of recruitment for responsible yearly recruitment action plan to be reviewed monthly with program director when the number of enrolled families is less than full funded enrollment and quarterly when number of enrolled families is at full funded enrollment
- Maintains confidentiality of records and information on Head Start staff, children, and families.
- Maintains compliance with health and safety regulations
- Serves as on-site coordinator for support services provided by MARC or through outside contractors
- Works in collaboration with MARC staff to support community relations, shared governance, program evaluation, and reporting for education and family engagement
- Monitors and ensures the confidentiality of children's records
- Performs a variety of tasks as assigned such as diaper and grocery deliveries

Essential Attributes:

- Committed to the mission of Front Porch Alliance
- Strong organization and time management skills, ability to meet tight deadlines
- Highest ethical standards and responsibility with confidential information



- Excellent interpersonal skills necessary for good communication with culturally diverse participants, partners, and supporters
- Positive, effective, and professional working relationships with staff, clients, and community partners
- Committed to the ongoing professional development of best practices surrounding a strength-based approach to families, parenting behaviors, child health and wellness, and other relevant family-centered practices
- Outstanding time management, organizational skills, and follow-through
- Capacity to problem solve, handle crises, and work with families and children of various cultures from low-income backgrounds
- Sustained concentration and ability to handle multiple tasks often simultaneously
- Ability to handle highly stressful and sensitive situations in a professional manner
- Ability to interpret and implement complex policies and regulations
- Ability to work independently and maintain professional boundaries and confidentiality.
- Ability to exercise tact and discretion in all employee interactions

Qualifications:

- Baccalaureate degree with a concentration in early childhood education, child development, social work, administration, or related field experience in supervision of staff, fiscal management, and administration
- At least three years of experience working with Early Childhood Programs and with children from zero to age five, three to five years of family case management, and/or community social work
- Experience working with low-income families
- Strong computer skills, including Google Suite, Microsoft Word, and Excel
- Professional, caring, and “can-do” manner
- To be considered for the position you must have a reliable car, valid driver’s license, auto liability insurance of at least \$100,000, and a good driving record

Physical Requirements:

- A mixture of desk work, standing for long periods of time, and visits to the community
- Must be able to climb stairs and tolerate challenging home environments
- Must be able to lift up to five to ten pounds on a regular basis

Hours: Full-time, salaried. Some evenings and weekends required.



Benefits: \$42,000-\$48,000 salary, medical insurance, IRA matching (3%), generous PTO package, phone stipend, and mileage reimbursement

APPLICATION INSTRUCTIONS: Please send your resume and cover letter to jetaime@frontporchalliance.org

FPA is an Equal Opportunity Employer.