

## JOB ANNOUNCEMENT

**(Please see end of document for application information)**

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**POSITION:** Early Head Start Coordinator (Program Coordinator I)  
**DEPARTMENT:** Early Learning And Family Services  
**REPORTS TO:** Senior Manager - ELAFS  
**SALARY GRADE:** 8 (\$22.62 to \$28.27 per hour\*)  
 \*Candidate offers consider experience, qualifications and internal equity

**FLSA STATUS:** Exempt  
**SCHEDULE:** FT (40 hrs/wk; Monday through Friday)  
**LOCATION:** Cornwall Ave  
**BENEFITS:** The Opportunity Council provides a strong benefits package that includes three weeks paid vacation annually, health leave, and holidays (including personal holiday(s)). Retirement plan includes employer contribution equaling 5% of pay. Paid health insurance for employees plus voluntary flexible spending account, dental, vision, life/ADD and long-term disability insurance, along with a culture that supports staff and their families.

**JOB SUMMARY:**

The Early Head Start Coordinator provides integrated and comprehensive coordination for the Early Head Start program. Working in conjunction with other department managers and coordinators, the Early Head Start Coordinator is responsible for providing operational management, planning, implementation, monitoring and integration of program systems and supporting EHS home visitors in their direct service role. Maintains working knowledge of Early Head Start Performance Standards, agency policies and procedures and other applicable regulations.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

Staff Development and Supervision

1. Supervise and provide guidance to assigned staff in accordance with program policies, goals and objectives as outlined in work plans.
2. Support the professional development of staff by:
  - Recommending areas of professional growth;
  - Ensuring individual training plans are in place and supported;
  - Providing training and technical assistance as needed;
  - Facilitating staff participation in program and non-program training opportunities.
3. Conduct individual supervisory sessions with assigned staff no less than twice each month and complete performance evaluations for each staff member supervised.
4. Identify and develop in-service training for home visitors.

Planning and Implementation of Services

1. Develop resources and provide training and technical assistance in area of expertise.
2. Carry out program education and disabilities services, including but not limited to support of child outcomes, curriculum development and screening and assessment procedures.
3. Make recommendations for staffing needs and participate in the hiring process for staff.
4. Participate in the development and implementation of all program initiatives including, but not limited to:
  - Child Outcomes
  - School Readiness
  - Family Engagement /Outcomes
5. Participate as a member of the ELAFS Management Team, Quality Assurance Team and Integrated Services Team.

6. Participate in program committees.

#### Coordination and Monitoring

1. Work with the Managers and Coordinators in the development of monitoring procedures that ensure compliance with performance standards and all program regulations.
2. This would include but not be limited to:
  - a. Regular home visit observations to ensure consistent quality in delivery of Parents as Teachers curriculum;
  - b. Regular review of required documentation of services, referrals and follow-up; and
  - c. Regular development and analysis of required reports.
3. Facilitate semi-monthly meetings to review status of work, completion of ongoing monitoring functions and status of program activities at assigned sites.
4. Create and maintain necessary and appropriate documentation.
5. Participate in the annual self-assessment.

#### **OTHER RESPONSIBILITIES:**

1. Support, communicate and carry out all leadership decisions and established ELAFS practices, policies and procedures.
2. Provide consistent, professional and reliable ELAFS representation at meetings and events in the community partners for purposes of local outreach and community collaboration.
3. Perform other duties as assigned.

#### **EDUCATION, EXPERIENCE, TRAINING REQUIREMENTS:**

1. B.A. or advanced degree in Early Childhood Education/Child Development. B.A. in Special Education or Human Services with a child development emphasis may be considered.
2. Minimum three years related teaching experience with primary responsibility for birth to five-year-children. An equivalent combination of education and experience may be substituted.
3. Minimum two years supervisory and management experience and training in supervisory skills, communications, group process, observation techniques, management and organization.
4. Demonstrated experience in providing training to adults.
5. Basic knowledge of comprehensive early childhood development program (Head Start or ECEAP) operations desired
6. Appropriate training or experience in social services, emphasizing working with disadvantaged families.

#### **SKILLS AND ABILITIES REQUIRED:**

1. Competence in observing children and adults and in developing appropriate plans.
2. Ability to develop, facilitate and evaluate children's learning plans.
3. Organizational skills including planning, coordinating and facilitating services, documentation and record keeping and time management. Successful supervisory and group management skills with staff.
4. Ability to effectively communicate with individuals as a group leader or trainer.
5. Language skills including an ability to read and express self clearly both verbally and in writing, including group facilitation skills.
6. Demonstrated ability to relate well to families of varying cultural, educational and socioeconomic backgrounds, including families under stress, in a supportive, assertive and non-judgmental manner.
7. Ability to access resources.
8. Ability to be flexible in schedule of work hours and days, in order to best meet the needs of staff.
9. Innovation skills; frequently assists in creating new or improved methods, procedures, or systems. Job regularly requires independent, creative thinking in collaboration with others to address operational, functional, budgetary, or service issues.
10. Frequently resolves differences of opinion, using tact and diplomacy, such as settling complaints or negotiating with a diversity of agency and community resources. Resolution of issues may occasionally require actions beyond standard practices.
11. Ability to supervise/manage employees performing related or similar activities within the Education component including monitoring performance and conducting performance evaluations.
12. Proficient in the use of computers and related information technologies for agency communications and

record keeping requirements.

**ADDITIONAL REQUIREMENTS UPON HIRING:**

1. Must have initial health examination indicating you are fit for duty and free from communicable disease.
2. Medical check-ups are required every 2 years thereafter, including submission of documentation to HR.
3. Must have TB test performed within 60 days prior to hire date.
4. Must submit to a criminal record check to ascertain that the applicant has not been convicted of a child abuse or neglect offense per Washington State Child Abuse Law (Ch. 486, Laws of 1987) or DSHS licensing requirements.
5. Must provide, in compliance with the Immigration Reform and Control Act of 1986, acceptable proof of identity and authorization to work in the U.S.
6. Must have current First Aid card and Infant/Child CPR training (or obtain within 30 days), and must maintain current certificates for length of employment.
7. Must have transportation and valid Washington State Driver's License.
8. Must submit abstract of driving record for previous 3 years prior to start date.

**WORKING CONDITIONS:**

Work is generally performed in a fast-paced, office environment with frequent interruptions and occasional crisis situations. Frequently requires local travel to client homes, or for community networking, meetings, special workshops and trainings, and other job-related activities.

**JOB PURPOSE:**

Provides day to day program coordination and staff supervision

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

- Facilitates delivery of services
- Develops and delivers internal and external training
- Supervises staff and/or teams, VISTA and AmeriCorps members, volunteers, and/or contractors
- Reviews work of others for program compliance and accuracy
- Maintains relationships with community partners
- Participates in community outreach activities
- Tracks and reports program data and outcomes
- May research and respond to funding opportunities
- Plans and facilitates meetings

**OTHER RESPONSIBILITIES:**

- May provide direct service
- Other related duties as assigned.

**EDUCATION/EXPERIENCE REQUIREMENTS:**

- Four year degree,
- Three years of experience, or
- Year for year experience to replace degree

**SKILLS AND ABILITIES REQUIRED:**

**Competencies:**

- Team Player: Shares resources, responds to requests from other parts of the organization, and supports larger legitimate organization agendas as more important than local or personal goals.
- Critical Thinking: Takes initiative, anticipates next steps, and problem solves issues to keep the work moving forward.
- Integrity: Thinks and acts ethically and honestly, applying ethical standards of behavior to daily work activities,

- Customer Orientation: Views the organization through the eyes of the customer and goes out of his/her way to anticipate and meet customer needs.
- Cultural Competency: Respects and interacts effectively with people of diverse cultures and socio-economic background; has an awareness of his/her own cultural worldview and its impact on perspective.
- Team Management: create and maintains functional work units, understanding the human dynamics of team formation and maintenance.
- Organizing and Planning: has strong organizing and planning skills that allow them to be highly productive and efficient; manages time wisely, and effectively prioritizes multiple competing tasks.
- Industry Knowledge: understands the general workings of nonprofits, within which the organization functions; monitors activities and trends within these arenas and maintains a current knowledge base.
- Written Communication: writes clearly and concisely, composing informative and convincing memos, e-mails, letters, reports, and other documents.
- Results Orientation: maintains focus on outcomes and accomplishments; motivated by achievement, and persists until the goal is reached.

**Supervisory Responsibilities/Skills:**

- Instructs/trains
- Reviews work
- Provides feedback
- Coaches/counsels
- Evaluates performance
- Maintains standards
- Schedules/allocates personnel
- Selects new employees
- Assigns work
- Plans work of others
- Coordinates activities
- Acts on employee problems

**Other Skills:**

- Solves practical problems
- Explains technical data/information in understandable terms
- Performs arithmetic calculations
- Exchanges basic information or data
- Follows written or verbal instructions
- Composes routine and, occasionally, complex correspondence
- Proofreads the work of others
- Occasionally speaks/presents publicly

**Equipment:**

- Personal computer/laptop/printer
- Copier/fax/scanner
- Various software programs and data bases
- Telephone

**PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:**

R = rarely      O = occasionally      F = frequently

<b>Physical Activity</b>	<b>F</b>	<b>O</b>	<b>R</b>
Sitting			
Stationary standing			
Walking			
Crouching (bend at knee)			
Kneeling/crawling			
Bend at waist			
Twisting (knees/waist/neck)			
Climbing			
Grasping			
Driving a car			
Repetitive motions (keyboard/data entry)			
Lifting/Carrying: <b>10 lbs.</b>			
<b>Sensory Activities</b>	<b>F</b>	<b>O</b>	<b>R</b>
Talking (in person/on phone)			
Hearing (in person/on phone)			
Vision for close work			

**TO APPLY:**

Application and application instructions may be found at: [www.oppco.org/employment](http://www.oppco.org/employment). Paper copies of the applications may be picked up at: Opportunity Council, 1419 Cornwall Ave., Bellingham, WA 98225

Applications must be received no later than **4:00 pm, Wednesday, April 3, 2019**

**Opportunity Council is a private nonprofit Community Action Agency working as a catalyst for positive change in our communities and the lives of low-income and disadvantaged people - serving Whatcom, Island, San Juan, Skagit, and Snohomish counties. EOE**