

JOB ANNOUNCEMENT

(Please see end of document for application information)

POSITION:	Early Head Start Home Educator (Case Manager II)
DEPARTMENT:	Early Learning And Family Services
REPORTS TO:	Program Coordinator I
SALARY GRADE:	5 (\$15.89 to \$19.87 per hour*) *Candidate offers consider experience, qualifications and internal equity
FLSA STATUS:	Non-Exempt
SCHEDULE:	FT (40 hrs/wk; Monday through Friday; 8:00 am- 5:00 pm)
LOCATION:	Downtown Bellingham
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:

Working within a birth to three context, provide Early Head Start services to a caseload of families through weekly visits in the home and related environments. These services include comprehensive child development, health, mental health, nutrition and social services necessary to support the healthy growth and development of infants and/or toddlers and positive attachments with their parents and primary caregivers. Services are provided through a case management approach for low-income families who are pregnant or have children aged 0 - 3. Maintains working knowledge of Head Start Performance Standards, agency policies and procedures and other applicable regulations.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

1. Supports the parent/guardian as primary caregiver through the planning and implementation of weekly 90-minute home visits and monthly socialization experiences;
2. Works in partnership with parents/guardians, appropriate program staff and other community service providers to design individualized programming that supports the infant and/or toddler in forming positive attachments with their parents and primary caregivers;
3. Works with the parent/guardian, staff, service area specialists and coordinators to ensure appropriate goals are established and supported for each infant and toddler;
4. Works with other staff and service area specialists to ensure that each child, parent/guardian and pregnant woman has access to appropriate health, mental health and nutritional resources;
5. Assists families by making appropriate referrals to community resources necessary to meet needs and achieve goals;
6. Works with other community service providers with whom families are involved to ensure a coordinated system of service delivery;
7. Works with families in the development of a family partnership plan that addresses goals they may have for themselves and for their child;
8. Helps transition families from Early Head Start to the next environment in the continuum of early childhood services;
9. Ensures that all services, including but not limited to, screenings, assessments, home visits and parent contacts are implemented and documented as required according to performance standards and program policy.

OTHER RESPONSIBILITIES:

1. Attends and participates in regular and special staff meetings and trainings.
2. Upkeep of assigned program vehicles.
3. Represents Early Head Start on various program committees and work groups.

4. Participates in short and long term program planning,
5. Performs other duties as assigned.

EDUCATION, EXPERIENCE, TRAINING REQUIREMENTS:

1. B.A. or A.A. in Early Childhood Education, Child Development, Adult Education/Development, Child Development Associate-Home Visitor Infant/Toddler credential or related Health Degree.
2. One to three years' direct experience with infants/toddlers in a child development setting including classroom experience and working with parents regarding goals and objectives.

SKILLS AND ABILITIES REQUIRED:

1. Language skills, including demonstrated ability to read and express oneself clearly verbally and in writing.
2. Competence in documentation and record keeping systems.
3. Must be able, as necessary, to perform essential job functions in the evening or during other non-standard hours.
4. Demonstrated ability to relate in a supportive, non-judgmental manner to families of varying cultural, educational and socioeconomic backgrounds.
5. Interpersonal communication and crisis intervention skills to relate supportively and assertively with families under stress.
6. Demonstrated understanding of child growth and development.
7. Must be able participate in program training activities and demonstrate a commitment to continuing professional growth.
8. Innovation skills; frequently assist 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, for example.
9. Ability to interpret and/or discuss information with others which involves terminology or concepts not familiar to many people; regularly provide advice and recommend actions involving rather complex issues.
10. Must be able to resolve problems within established practices. May work with outside contacts; including other agencies and community resources, requiring regular communications of information not familiar to many people.
11. Must be proficient in the use of computers and related information technologies for agency communications and record keeping requirements.
12. Must be able to adapt interpersonal skills in response to individual styles, personalities and cultures.
13. If posting is for Bilingual EHS Home Educator: Must bilingually speak, write and read with fluency and proficiency between English and Spanish, Russian, Punjabi, or other languages.

ADDITIONAL REQUIREMENTS UPON HIRING:

1. Must have initial health examination indicating you are fit for duty and free from communicable disease within 60 days of hire. Medical check ups are required every two years thereafter.
2. Must have TB test and submit test results prior to hire date.
3. 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.
4. Must submit abstract of driving record for previous 3 years prior to start date.
5. 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.
6. Must have valid Washington State Driver's License or obtain by date of hire.
7. Must have and maintain Washington State Food Handler's Permit during length of employment.
8. Must obtain a Class "C" commercial driver's endorsement (CDL) when the program provides training. This license must be maintained during length of employment.

WORKING CONDITIONS:

Work is generally performed in clients' homes under unpredictable conditions that may include exposure to volatile family situations, secondhand smoke, etc. or in a crowded office environment. Regular exposure to communicable diseases and body fluids and occasional crisis situations. Regularly requires local travel to and from administrative office and clients' homes or shelter sites, as well as for community networking, meetings, special workshops and trainings, and other job-related activities. May drive program vehicles to transport children.

JOB PURPOSE:

Provides case management services to a specified client population.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Performs assessment for program eligibility
- Provides regular direct case management services
- Supports clients in developing goals and plans
- Provides resource and referral
- Performs data entry and tracking
- Maintains case notes, client files, and program and service records
- May conduct home visits dependent on program
- Assists in program design and development

EDUCATION/EXPERIENCE REQUIREMENTS:

- Minimum four year degree
- Minimum six months of related experience

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
- Sensitivity: values and respects the concerns and feelings of others; behaviors communicate empathy toward others, respect for the individual, and appreciation of diversity among team members
- 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.
- Active Listening: gives full attention to speakers, giving verbal and nonverbal cues to demonstrate interest and understanding
- Conflict Management: recognizes that conflict can be a valuable part of the decision-making process; comfortable with healthy conflict, and supports and manages differences of opinion.
- Change Agility: Embraces needed change and modifies behavior when appropriate to achieve organizational objectives; effective in the face of ambiguity.

Skills:

- Motivational interviewing
- Coaching staff and clients
- Problem solving
- Explain technical information in understandable terms
- Deliver public presentations
- Proofread the writing of others
- Maintain composure under pressure
- Exhibit solid judgment
- Time management

Equipment:

- Computer/laptop/printer
- Fax/scanner/copier
- Software programs, including databases
- Telephone

PHYSICAL and SENSORY QUALIFICATIONS:

R = rarely

O = occasionally

F = frequently

Physical Activity	F	O	R
Sitting	I		
Stationary standing		I	
Walking	I		
Crouching (bend at knee)		I	
Kneeling/crawling		I	
Bend at waist	I		
Twisting (knees/waist/neck)	I		
Climbing		I	
Grasping	I		
Driving a car	I		
Repetitive motions (keyboard/data entry)	I		
Lifting/Carrying: 50 pounds			
Sensory Activities	F	O	R
Talking (in person/on phone)	I		
Hearing (in person/on phone)	I		
Vision for close work	I		

TO APPLY:

Application and application instructions may be found at: www.opppo.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, November 21, 2018**

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