

HEAD START/OPK PRENATAL – 3 SUPERVISOR	
REPORTS TO	Director/Quality Assurance Specialist
DEPARTMENT	Child and Family Development Programs
PROGRAM ASSIGNED	Head Start/OPK
LOCATION	Clatsop County
SUPERVISORY	Yes, 0-7
FTE STATUS	100% (12 months a year)
FLSA STATUS	Exempt
SCHEDULE	M-F, 8:00AM-4:30PM
SALARY RANGE	\$4,725-8,082 / Month

PRIMARY PURPOSE

Work in collaboration with staff, leadership team, program consultants/contracted specialists, and community partners to deliver quality home-based services to rural and at-risk children, families, and pregnant women in accordance with Federal Head Start Program Performance Standards and local, state, and/or agency policies and procedures. The OPK P-3 Supervisor is responsible for the oversight of the OPK P-3 home visiting model, including: program leadership and management; oversight and management of staff duties and responsibilities; reflective guidance practices that are responsive to the needs of home-base staff and families; record-keeping and monitoring systems; and development of community partnerships.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for implementation of integrating child health and development, parent and community partnerships, and program design and management.
2. Responsible for OPK P-3 home visiting operations, staff supervision in accordance with Federal, State and program policies and reporting progress toward program objectives on a monthly basis.
3. Ensure the program recruitment process is followed and participate in recruitment efforts and events, including completing the participant application process for Head Start/OPK.
4. Responsible for maintaining OPK P-3 home visit model at funded enrollment and maintain a waitlist so the program can fill any vacancy within 30 days.
5. Assist in the development of agreements and establishment of access to preventive and acute healthcare services including mental, medical, and oral health in the community in conjunction with local agency and community partners
6. Provide training and supervision to Family Educators, to include providing supportive staff performance reviews via regularly scheduled group trainings/meetings and individual Reflective Supervision with staff including:
 - a. Planning, monitoring and appraising job performance.
 - b. Implementing staff disciplinary action in accordance with agency policy and procedures with the support of the Director or other staff as assigned by the Director.
 - c. Overseeing mileage and travel with regards to wage and hour laws and regulations.



- d. Encourage and support professional development opportunities that meet team and individual needs.
7. Participate with the program Leadership Team to plan and coordinate program activities, develop policies and procedures, and determine program structure with approval of policy council.
8. Oversee the functions of home visiting and group socializations to ensure program requirements including plans and goals for meeting the individual needs of children and families are implemented consistently.
9. Monitor participant files using Child Plus reports and observation.
10. Ensure completion and accuracy of referrals, assessments, and screenings, and assists supporting staff and families in setting plans and completing follow up within required timelines.
11. Ensure completion of screenings, assessments, education plans, transition plans and referral process according to policies and performance standards.
12. Ensure the maintenance of complete, up-to-date, and accurate records.
13. Monitoring, analyzing, and reporting on OPK P-3 home visiting activities, data and statistics, and program information with component coordinators.
14. Keeping current on local, state and federal regulations and accepted best practices applicable to parent, child, infant, and toddler development program service areas.
15. Fostering an understanding of Head Start and CAT, its mission, vision, goals, and objectives including by designing and delivering regular formal presentations to parents, staff, and community groups to provide information and ensure collaboration and promote advocacy.
16. Attending local staff and parent meetings, educational workshops, establishing personal networks, attend designated training workshops or seminars, participating in training as part of the Head Start team.
17. Participate in agency hiring process and procedures including on team interview panels.
18. Purchase materials, supplies, equipment and services to maintain safe and efficient operation of site(s), prioritizing within budget constraints.
19. Ensure the acquisition, organization and maintenance of an inventory of developmentally appropriate educational materials and equipment.
20. Fulfill requirements as a Mandatory reporter.
21. Other duties assigned.

OTHER DUTIES AND RESPONSIBILITIES

1. Be a respectful, cooperative, and reliable team member, consistently treating co-workers, families, and community partners with respect and dignity.
2. Contribute to the operation of the program by attending and participating in program staff meetings; and sharing information gained through attendance at required trainings, workshops, and consultations.
3. Support in the evaluation and planning of program goals and plans.
4. Maintain professional and collaborative relationships by supporting and implementing position related duties of program contracts, MOU's and interagency agreements.
5. Maintain professionalism in dress and manner: Arrive to work on time, ready to work and participate. Meet program timeframes, checking email daily as well as site specific communication systems.



6. Ensures and maintains strict confidentiality of all sensitive information.
7. Represent the organization to the public and outside organizations in a professional manner.

Code of Conduct:

Perform all work in compliance with program plans, policies Performance Standards, and CAT Codes of Conduct.

Confidentiality:

Respect and maintain program and client confidentiality policies regarding enrolled children and families, personnel issues, and other program operations as appropriate. Continuously ensure strict confidentiality of all sensitive information encountered while performing the duties of the position.

Training:

In consultation with supervisor, develop professional work goals and development plan, participating in training as requested.

JOB/BEHAVIORAL COMPETENCIES

1. Experience and education in children's learning styles.
2. Evidence of organizational skills with attention to detail.
3. Must have a current pediatric and adult First Aid/ CPR cards.
4. Must have dependable transportation and/or valid driver's license and auto insurance.
5. Evidence of ability to work in a cooperative team manner, coordinate directly with members of management, able to follow directions and program rules and policies.
6. Must be on the Central Background Registry, pass a pre-employment drug screening and have completed a TB screen.
7. Must be willing and available to work flexible hours, occasional evenings or weekends; also, to include the ability to attend meetings and trainings that may require out-of-town travel and overnight stays.
8. Must have advanced working knowledge and skills with computers including Microsoft Office, Adobe, Google Drive, etc.
9. Ability to work with families from a diverse population.
10. Ability to handle highly stressful and sensitive situations in a professional manner, and to de-escalate situations effectively and to problem solve efficiently and bring issues to resolution.
11. Ability to return to task quickly despite constant interruptions.
12. Ability to effectively communicate positively, respectfully, sensitively and confidentially in a professional manner with children, families, community partners and co-workers in both verbal and written format.
13. Make decisions independently in accordance with established policies, and use initiative and judgment in carrying out tasks and responsibilities. Utilize problem identification and resolution techniques. Establish and maintain records, reports and statistical data. Maintain confidentiality. Remain calm and use good judgement during confrontational or



high-pressure situations. Courteously meet and interact effectively with coworkers, children and families as well as the public.

14. Effective organizational and record keeping, use of computers and a variety of software applications. Understanding effective mentoring and modeling strategies.
15. Evidence of administrative skills, including balancing regulatory requirements with budget constraints and growing community needs; Head Start experience preferred.
16. Evidence of significant decision-making and problem-solving in many areas including the allocation of resources to program components, supervisory issues, scheduling and provision of program services.
17. Ability to successfully navigate and use current technological tools and resources and including computer programs, Outlook, Gmail, tablets, phones, and other office machines.
18. Evidence of strong organization and time management skills with the ability to determine and prioritize demanding workload while being flexible to emergent/unplanned needs and situations.
19. Strong knowledge of theories and practices of Early Childhood Education/Development and Family/Social Services with focus on Infant/Toddler development.
20. Demonstrate ability to use positive guidance techniques (PBIS) with children, families and co-workers.
21. Ability to work with staff and families with diverse backgrounds, as well as with at-risk and/or rural families with understanding and compassion
- 22.

COACHABILITY - JOB DESCRIPTION ESSENTIAL FUNCTION

1. Complete designated job tasks, special projects and all other duties as assigned to meet team, department, and Community Action Team, Inc. goals, while working cooperatively, efficiently, and productively in a team environment.
2. Actively demonstrate high levels of employee engagement, accountability, coachability, and responsibility for personal performance and results.

COACHABILITY – JOB DESCRIPTION KNOWLEDGE, SKILLS ABILITIES

1. **Growth Oriented** - Seek out and approach training opportunities with active engagement and curiosity, while learning and exhibiting understanding of Community Action Team, Inc policies, protocols, and performance expectations. Demonstrate initiative to incorporate and implement learning principles from informal and formal training, as well as feedback from leaders and co-workers. Actively pursue professional development opportunities to add value to Community Action Team, Inc, including learning, adopting, and quickly adapting to new techniques and technologies used in the changing utility industry.
2. **Accountable** - Actively demonstrate accountability and responsibility for both work product results and the impact behaviors and decisions may have on the ability of others to do their jobs well. Work cooperatively in a team environment, while consistently demonstrating collaborative,



respectful and productive work habits.

3. **Coachable** - Receive, interpret, and implement job-related instruction, guidance, coaching, and training (both formal and informal) while progressively improving skills and overall success in performing assigned duties. When issues of poor performance or negative behaviors are raised, incorporate feedback in a constructive manner that demonstrates understanding of the concern and an ability and willingness to achieve the required consistent and sustained improvement.

MINIMUM QUALIFICATIONS AND EXPERIENCE

Minimum:

1. Bachelor's degree in Early Childhood Education, Child Development or a related field
2. Minimum of five years professional leadership/management and supervisory experience, preferably in an educational or social services/non-profit setting

PREFERRED:

1. Master's degree in Early Childhood Education, Child Development or a related field
2. Bilingual preferred
3. Experience in Reflective Supervision

PHYSICAL DEMAND

☐	Lifting	☒	Pulling	☒	Reaching	☒	Manipulating
☐	Carrying	☒	Pushing	☐	Shoveling	☐	Keying/typing
☒	Other (Standing/Playing children)						

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.	X			
Between 1 & 5 lbs.		X		
Between 5 & 25 lbs.	X			
Between 25 & 60 lbs.	X			
More than 60 lbs.	X			

☒	Sitting	☒	Standing	☒	Walking
☒	Stooping	☒	Bending	☐	Confined
☐	Other (specify)				

MENTAL OR VISUAL DEMAND



☐	Occasional mental and/or visual attention; the operation/task performed is either close to being automatic or the duties require attention only at long intervals.
☐	Frequent mental and/or visual attention; the flow of work is either intermittent or the process involves intermittent checking or interacting with others.
☒	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor and respond to various situations.
☐	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
☐	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

WORKING CONDITIONS

☐	Dust	☐	Dirt	☐	Heat	☐	Cold
☐	Fumes	☐	Noise	☐	Vibration	☐	Water
☐	Other (Outside Weather and Indoors)						

☐	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
☒	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
☐	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
☐	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
☐	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

ATTENDANCE

1. Typical schedule is Monday-Friday
2. Hours are generally 8:00 AM – 4:30 PM with occasional need for weekend or off-hours support for events, trainings, etc.

SAFETY

Compliance with regular safety guidelines is acceptable.

FLSA STATUS



Exempt

CERTIFICATES/LICENSES

1. Food Handler's
2. Driver license
3. First Aid & CPR – Adult/Children

EEO CLASSIFICATION - This section should be completed by the Human Resources Department. It classifies positions for specific state and federal reporting requirements.

☐ Executive/Senior Level Managers (1.1)	☐ First/Mid-Level Managers (1.2)	☐ Professional (2)	☐ Technician (3)
☐ Sales (4)	☐ Administrative Support Workers (5)	☐ Craft Worker (6)	☐ Operative (7)
☐ Laborer (8)	☐ Service Worker (9)		

SIGNATURES & DATES - The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements.

NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>