

Early Head Start Coordinator - Exempt Position in Southbridge

- Responsibility:** Responsible for planning and directing the Early Head Start Program to include direct supervision of the Home Visitors.
- Qualifications:** Bachelor's Degree in Early Childhood Education
Must complete Child Growth and Development course
Excellent communication skills both written and verbal
Supervisory experience preferably with home visiting staff
Strong computer skills including Microsoft Office, accurate and timely data entry, ability to generate and analyze monthly reports using agency data bases
Knowledge of community needs and available resources
- Other Requirements:** Evidence of negative Mantoux
Mandatory physical every two years
Hepatitis B vaccination (optional)
Physical ability to fulfill the duties and responsibilities
First Aid and CPR Certificates
Must pass CORI/SORI review
Must have valid driver's license and reliable transportation

Duties and Responsibilities

1. The Early Head Start Coordinator oversees the Early Head Start program to include planning, supervision, socialization activities, community relations, and staffing.
2. Responsible for hiring/designing a training plan for new home visiting staff. Provide ongoing supervision both individually and in team meetings.
3. Evaluate home visitor performance, provide feedback and training opportunities.
4. Responsible for data collection and monthly reports. Participate in community engagement activities and oversee the recruitment process for families/children.
5. Conduct monthly supervised home visits; ensure implementation of developmentally appropriate curriculum in all areas of the program.
6. Plan and evaluate activities for group socialization with home visitors and parents.
7. Develop and coordinate recruitment of children and the intake process as outlined in the recruitment procedure.
8. Complete end of the month reports /quarterly TSG outcomes report.

WCAC has excellent benefits to include Blue Cross Medical and Dental, Agency paid Life Insurance, 403(b) retirement plan, paid time off and much more.

Send resume with cover letter specifying position to: Human Resource Director, Worcester Community Action Council, Inc., 484 Main St., 2nd Floor, Worcester, MA 01608. AA/EOE.