Nature of Work
Primary case manager for Head Start families enrolled in the home-base option. To provide in-home instruction as well as a group socialization experience to parents and children (infants/toddlers) which will enhance the parents' ability to fill the role of primary nurturer of their child. Maintain on-going contact with families and work with all other components (health, nutrition, family services, mental health, special services, parent education and resource/referral) to integrate services into the family setting. Must meet requirements per Federal Head Start Performance Standards and any local, state and or agency policies and procedures.

Education
Minimum of an Associate's Degree (AA) in Early Childhood Education. An unrelated degree with a Current Infant/Toddler CDA credential will also be accepted. Transcripts are required to validate educational requirements.

Essential Functions
- Be familiar with and adhere to the Head Start Program Performance Standards, State of Louisiana licensing requirements, the RCCDC written work plan, and agency’s policies and procedures.
- Maintain an open, friendly, professional relationship with all staff and families, to include respect for culture, diversity and ethnicity.
- Participate in annual program self-assessment and continuous quality improvement initiatives of the overall program.
- Monitor and ensure confidentiality of children records.

Position Specific Essential Functions:

Home Visits
1. Create and maintain respectful partnerships with families.
2. Drive to family home and deliver health, educational, nutritional and child growth and development information to parents via weekly meetings?
3. Coordinate with parents to ensure that prenatal, well-child exams, immunizations, health screenings, and nutrition assessments re completed and necessary follow up occurs
4. Complete family partnership agreements, developmental screenings and all other required assessments with families in a timely manner.
5. Assist and support families in locating resources and scheduling appointments with community resources that best meets their needs.
6. Provide support in parent and child activities that encourages developmentally appropriate activities for the changing needs of infants and toddlers.

Classroom Time
1. Meet the needs of all children including those at risk, those with special needs, those who are gifted, and those who are culturally diverse
2. Integrate all Head Start components into classroom time.
3. Develop and utilize lesson plans which reflect both mandated elements and parental and cultural influences, and which promote the social emotional, physical, and cognitive development of Head Start children.
4. Individualize one-to-one and group activities to reflect the unique needs and strengths of all children in the classroom.
5. Provide an atmosphere that promotes and reinforces parental involvement in the classroom.
6. Work with appropriate agencies and other resources to develop Individual Family Service Plans (IFSP).
7. Coordinate special needs staff in the classroom and develop a collaborative approach that benefits all children and meets the needs specified in the IFSP.

Planning, Preparation & Documentation
1. Review each child's goals and write comprehensive individual plans designed to promote current learning and attend to nutritional, health, and social issues.
2. Develop and utilize teaching methods and materials for use in the classroom and home.
3. Maintain accurate written/electronic records including: health information, assessments, IFSP documentation, screening instruments, anecdotal observations, and other required forms.

Parent Meetings & Coordination
1. Plan and facilitate group meetings which provide education and information on current Head Start policy and curriculum development.
2. Coordinate parent volunteer schedule, assuring adequate involvement and an appropriate adult to child ratio.
3. Communicate frequently with other staff and parents; serve as liaison among medical and social services in the community; act as advocate for Head Start families.

Additional Job Responsibilities
1. Meet regularly with consultants and community collaborators to assure quality services.
2. Attend meetings, trainings and appropriate professional development activities.
3. Assist with generating In-Kind
4. Other duties as requested.
Required Knowledge, Skills and Abilities

- Must have knowledge and experience in infant/toddler (0-3 yrs) development/education/health/nutrition/safety as well as family dynamics and adult learning principles, typically gained by at least one year of relevant work experience.
- Knowledge of community resources and referral experience assisting families in need of services is highly desirable.
- Excellent written and verbal communication skills. Bilingual English/Spanish skills highly desirable.
- Intermediate to advanced level computer skills, internet and e-mail.
- Must have flexible schedule to accommodate family needs, may include some evening hours.
- Frequent driving for home visits sometimes in outlying areas.
- Frequent significant decision and problem solving abilities.
- Ability to work as a team member collaborating with parents and community resources.
- Ability to supervise and monitor children at all times to ensure a safe environment. This includes the physical ability to monitor and move quickly in order to respond to children who are very active and need redirection in order to insure their safety or the safety of others.
- Ability to respond appropriately to an emergency or a crisis situation.

SPECIAL CONSIDERATIONS

Employees within this classification are required to:

- Pass a criminal background check.
- Pass a physical examination every three years
- Complete Tuberculosis (TB) test every three years.
- Maintain a current First Aid and CPR certification (training provided)
- Valid driver’s license with a driving record in compliance with RCCDC’s insurance carrier requirements.
- Be Occasional lifting up to 50 lbs.
- Regular kneeling, stooping, bending, and sitting on the floor to attend to children’s needs
- Be able to perform duties in an active environment with changes in climate and noise level.

Position Reports to: Center Director
FLSA Status: Hourly

ACKNOWLEDGMENT:

I fully understand that this job description is not intended to be a contract for employment, and that my employer reserves the right to make any necessary revisions to the job descriptions at any time without notice.

My supervisor has afforded me a one on one review of my job description. I fully understand the duties and responsibilities of the job and my supervisor’s expectations where this job is concerned. I am able to perform all the essential duties of my position with our without reasonable accommodation.

______________________________________________    _________________________
Employee’s Signature         Date