Job Title: Home Visiting Supervisor  
Report To: Birth-Three Director  
Salary Range: Grade 8 (EXEMPT starting range $21.94 - 23.19 per hour)  
Hours/week: Full time – 40 hours w/ full employee benefits

General Description of Duties
The Early Head Start Home Visiting Supervisor will support home visitors in providing home-based educational and support services to enrolled families with young children, or expectant parents. The person in this position will provide supervision to home visitors in planning and implementing home-based program activities for families, compliance with Head Start performance standards and implementation of the home visiting curriculum. The supervisor will ensure home visitors maintain organized files and thorough documentation of services provided.

Specific Job Qualifications for this Position
1. BA or higher in early childhood education, social work, family studies or related field required  
2. One year of supervisory experience required  
3. Three years of experience working with children and families in an early childhood setting  
4. Compassion and understanding of challenges and strengths of immigrant and refugee families.  
5. Able to communicate in English verbally and in writing required; bilingual a plus  
6. Access to a reliable source of transportation and computer proficiency required

Summary of Job Duties:
Training/Coaching/Professional Development
• Provide home visitors with training, modeling and coaching to ensure the delivery of responsive services that are in line with the EHS performance standards and the curriculum.
• Ensure home visitors have information, tools and training to implement all aspects of the home visiting curriculum and the Early Head Start performance standards.
• Develop and support home visitor’s professional development plan, and meet at least annually to complete a performance evaluation.
• Ensure home visiting staff feel supported, have sufficient resources and skills to perform their jobs.
• Observing, evaluating and providing feedback on home visitor skills through video-tape and reflective supervision. Attend at least one home visit per month with each home visitor.
• Reviewing all home visiting plans and schedules.
• Monitoring all child files and COPA entries.
• Conduct all new home visitor training and on-boarding schedule
• Coordinate with Home Visitor Coach to develop professional development goals for each home visitor

Attendance
• Ensure children and parents are attending home visits and socializations. Problem solve with home visitors and health/parent education coordinator if attendance drops off or if families miss home visits.
• Review weekly attendance reports and compile bi-monthly attendance reporting to Director
Recordkeeping and Reporting
- Ensure Home Visitors maintain accurate, up to date records of home visits, child progress, parent contact, parent goals, lesson plans, data entry into COPA. Ensure all child/family files are up to date and accurate.
- Monitor PIR using COPA and child outcomes tracking system to ensure health, child development and family partnership building goals are being met in a timely fashion.
- Develop and complete accurate and timely monthly reports that identify progress in meeting program goals and performance standards. Develop plans to address areas of concern where we are not meeting our goals/targets.

Community Partnership Building
- Work with Child Development Coordinator, Head Start programs, home visitors and families to ensure smooth transition into and out of Early Head Start.
- Ensure home visitors are connecting families to community resources where appropriate.

Special Services
- Work with Child Development/Special Needs Coordinator to facilitate appropriate Early Intervention services for home based children.

Health, Mental Health
- Participate in Consultant Staffing with Public Health Nurse, Mental Health Consultant and home visitors to discuss individual strengths and challenges of families and how the home visitor can support the family.
- Ensure the health and mental health needs of children and families are being met. Help home visitors connect families to appropriate health and mental health resources.

Socializations
- Oversee the planning of group socializations to support home visitors and health/parent education coordinator in implementing activities that will support the child and family goals.

Administrative
- Serve as the program administrator in the Birth-Three Director’s absence.
- Attend supervisory trainings and Operation meetings
- Aggregate and assess data to provide input for continual quality improvement.
- Provide 90 day and annual performance reviews for home visitors.
- Participate in Early Head Start hiring.
- Approve all home visitor time sheets and personal leave.