

Home-Based Supervisor

Home -Based Supervisor coordinates and directs all program and administrative services for the Early Head Start and Home Based programs. General responsibilities include supervision and management of all Early Head Start and Home Based service area coordinators/leads and Home Based Visitors, overall supervision and guidance of all program operations and ensuring full compliance with all Early Head Start and Home Based program performance standards, state and local licensing regulations. The Home Based Supervisor will provide the program with vision and leadership, and ensure management functions are properly carried out. Bachelors in Early Childhood Education, social work or related field required; Masters preferred.

Minimum of five years of previous experience or related work experience with infants and toddlers required. Demonstrated computer literacy skills, using MS Office applications and other basic data systems including internet navigation. Self-motivated and able to work independently. Must maintain CPR and First Aid Certification. Physical exam, TB and Drug Screening and criminal background, required. Strong interpersonal skills. Ability to respond appropriately to the cultural differences present among the agency's service population. Ability to communicate effectively, verbally and in writing. Must have valid driver's license which meets the requirements of the agency's insurance carrier. Full-time with benefits.