



Employment Opportunity  
Butler County Educational Service Center  
March 4, 2020

INTERNAL CANDIDATE

POSITION: Home Visiting Coordinator

DESCRIPTION: The Home Visiting Coordinator uses principles of supervision, reflective practice, and staff development to provide primary support and appropriate oversight to the home visitors; and builds and models a strengths-based, family-centered culture. Adhere to state and federal program standards by consistent monitoring or data outcomes and documentation.

QUALIFICATIONS:

- Bachelor's degree in early childhood education, social work, special education or other related field; Master's Degree preferred
- Experience with Help Me Grow Home Visiting and Early Head Start preferred.
- Experience with reflective supervision.
- Experience working with diverse populations, communities and organizations.
- Willingness/ability to work as a team member.
- Knowledge of theoretical, practical and routine aspects of prenatal and pediatric home visiting.
- Demonstrated ability to work cooperatively with management team and local agencies
- Excellent communication, analytical, problem solving and team building skills.
- Demonstrated ability to work independently.
- Computer competency.
- History of good job attendance.
- Must pass criminal background checks, drug and alcohol tests and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- To assist with adequate and appropriate training, and maintenance of employee supervision records
- To assure program personnel's knowledge and compliance with agency and program policy and procedures and assure program's compliance with Early Head Start and Help Me Grow policies and procedures
- To regularly monitor home visiting staff performance and recommend adjustments as needed
- To provide reflective supervision with assigned home visiting staff according to Healthy Families America and Early Head Start compliance
- Knowledge of content, assessments, and documentation requirements of all components of Early Head Start and Help Me Grow Home Visiting
- To develop individualized Performance Plans for assigned home visiting staff and perform annual performance evaluations
- Regularly collaborate with supervisors on staff performance, monitoring, and data requirements
- To build and maintain relationships based on trust, support and growth with colleagues and community members.
- To monitor data collection and entry by staff
- Mentor home visiting staff including during home visit shadows and assisting with orientation
- Flexibility to meet program and staff needs that occur outside of typical work hours or work days.
- Ability to work outside of typical work hours or days
- To participate in group staffing meetings and interdisciplinary meetings
- Serve on other committees as needed

- Plan and organize own work to meet priorities and deadlines (daily, weekly, monthly, quarterly, yearly)
- To report the presence of unauthorized or atypical visitors.
- Continuously update and improve professional competence.
- Comply with state and federal regulations that pertains to the position
- Ensure that confidentiality practices are maintained at all times
- To perform other duties consistent with the position as assigned.

**OTHER DUTIES AND FUNCTIONS:**

- To serve as a role model for others in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in others the belief in and practice of ethical principles and democratic values.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of: Board policies and procedures, building policies and procedures, public relations, and state and federal reporting.
- Ability to: Interpret policies and procedures, follow instructions, communicate effectively, maintain files and reports, collect data; schedule; and lift moderate amounts of weight.

**EQUIPMENT OPERATED:**

Copier, fax, computer and general office equipment.

**ADDITIONAL WORKING CONDITIONS:**

Occasional: Exposure to unruly children/adults, blood, bodily fluids and tissue.

Periodic: Exposure to inclement weather driving conditions and severe weather; attends functions or performs duties outside the normal working hours.

**TERMS OF EMPLOYMENT:**

Salary and work year as established by the Governing Board

**EVALUATION:**

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel.

STARTING DATE: As soon as possible  
 SALARY: \$45,000 - \$50,000 based upon education and experience  
 BENEFITS: Excellent benefits for all full time employees  
 WORK YEAR: Full time – 240 or 260 days  
 DEADLINE: INTERNAL CANDIDATES – until filled  
 APPLY TO: Apply by clicking: [Application](#)

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The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Laura Theiss by the deadline.