

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**  
**JOB DESCRIPTION**

**PAGE 1 OF 3**

**POSITION:** **HOME-BASED COORDINATOR**

**DIVISION:** Early Childhood Development

**PURPOSE:** Work with the community, child care centers, and staff to provide continuous and comprehensive child development and family support services by providing instructional guidance that enhances the physical, social, emotional, and intellectual development of participating infants and toddlers.

**QUALIFICATIONS:**

- Education: Bachelor's Degree in Early Childhood Education; OR Bachelor's Degree with Early Childhood Certification OR Bachelor's Degree in Elementary Education, Social Work, Human Services (i.e. Human Development and Family Studies), Education, Psychology or other approved related field; OR Bachelor's Degree in unrelated field with a commitment to obtain within one (1) year of hire an infant/toddler CDA or state awarded Private Certification in Nursery/Kindergarten.
- Experience: Prefer one (1) year home-based, childcare or classroom experience with pre-school children. Knowledge of social service agencies in Fayette County desirable.

**Skills, Abilities and Knowledge:**

- a. Ability to apply independent judgment in decision making
- b. Ability to maintain confidentiality
- c. Ability to achieve goals with little supervision
- d. Excellent interpersonal skills
- e. Effective oral and written communication skills
- f. Machine operation could include calculator, computer, photocopier, telephone
- g. Knowledge of Head Start Performance Standards and regulations, program policies, and procedures
- h. Good organizational skills

**REPORTS TO:** Child Development and Education Manager

**SUPERVISES:** No direct employees report to the coordinator but has the responsibility to direct employees as set forth in Job Requirements and Essential Job Duties

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

- Mental Concentration: Considerable concentration intermittently.
- Interruptions: Occur constantly.
- Physical Effort: Medium physical effort (up to 30 pounds) in predominantly sitting, kneeling and walking positions.
- Confidential Information Used: Pregnant woman's or child's health/mental health information, family economic information, family environmental information.
- Special Demands: Considerable travel, potential eye strain, and occasional to frequent lifting. Special Requirements: Current Act 33 and Act 34 clearance documentation and FBI/DPW clearance documentation at hire. Valid PA driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following. This list is intended to be representative.

01. Assist in planning the Instructional Program (home-based, child care centers, assessments, curriculum) and coordinate activities necessary to complete education objectives in the Head Start/Early Head Start grant including creation of procedures and forms, and coordination with other service areas.

02. Coordinate and provide comprehensive services to children and families enrolled in the Early Head Start/Child Care Partnership grant by:
  - a. Acting as a liaison to facilitate and foster healthy relationships between families and childcare providers;
  - b. Gathering, developing and assessing goals and progress reports with family and childcare and establishing outcomes;
  - c. Providing health and nutrition awareness activities for children, infants, toddlers and families;
  - d. Observing and working with enrolled child in childcare setting at least monthly;
  - e. Supporting the inclusion and delivery of services to children with disabilities;
  - f. Ensuring children retain services regardless of their subsidy status; and
  - g. Conducting home-visits to create family partnership plans.
03. Support partnering Child Care Centers by:
  - a. Supporting set up of the physical environment to meet the developmental needs of infants and toddlers;
  - b. Integrating Early Head Start regulations and performance standards into the childcare environment and assuring compliance with local and state child regulations;
  - c. Active participation in the state Quality Rating and Improvements System (QRIS)
  - d. Assisting in the development of policies and procedures at childcare centers to assure compliance with applicable regulations;
  - e. Conducting health & safety checks
  - f. Offering coordinated coaching strategies for education staff including intensive coaching as outlined in Head Start regulations
04. Engage parents in program decision making through involvement in parent groups and Policy Council.
05. Document, track, analyze, and identify patterns in home visits and socialization attendance; monitor and send follow up emails and letters.
06. Coordinate, schedule, delegate, and oversee the monitoring of parent participants, and community volunteers with Head Start/Early Head Start Management team.
07. Visit social service agencies, as needed, to become aware of their functions, gather literature, and become familiar with their operations in order to support the enrolled families and provide current information regarding the agencies for the corporation's annual resource directory.
08. Attend trainings, meetings, etc. to attain greater knowledge in child development.
09. Maintain daily/monthly paperwork and records required by program procedures or as requested including:
  - a. Filling out required monthly paperwork (attendance sheets, forms required for telephone and home contacts, in-kind forms, requisitions);
  - b. Maintaining a monthly schedule, updating daily or as necessary as changes occur;
  - c. Gathering statistics for preparing reports when requested;
  - d. Preparing timesheets and travel vouchers;
  - e. Updating family partnership plans; and
  - f. Completing Early Intervention, IEP/IFSP, Health Program Reporting forms and updating IEP/IFSP's as needed.
10. Coordinate and perform recruiting tasks.
  - a. Assisting in completing pre-applications and registrations on families in Fayette County.
  - b. Assisting with recruitment at special community events.
  - c. Giving input on and distributing recruitment materials to inform parents and the community.
  - d. Tracking recruitment efforts and providing input on recruitment opportunities.
11. Keep supervisor informed of schedules, needs, problems, ideas, and suggestions, and seek help when necessary by:
  - a. Giving input for ordering supplies and equipment;
  - b. Sharing information gathered from local social services agencies and parents; and
  - c. Participating in program planning committees or surveys.
12. Perform other related work as required or requested.

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE:** H

**HOURLY WAGE:** \$16.22

**HOURS PER WEEK:** 40  
Possible non-traditional