

EHS Program Manager

REPORTS TO: Community Development Director

FLSA STATUS: Exempt

STATUS: Full Time, 52 weeks, 40 hours per week

SAFETY SENSITIVE: Yes

Job Summary:

Responsible for managing, supervising and directing operations of the home base program, including supervision, monitoring, feedback, directions and evaluations for Field Specialists in the areas of delegation, leadership, staff development, teamwork, HSPS and other regulatory entities within the Early Head Start Program.

Essential Functions:

The EHS Program Manager will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The EHS Program Manager responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The EHS Program Manager will demonstrate competency to perform essential functions that include:

- Develop quality program policies and procedures, and ensure that facilities, materials, and equipment comply with all local, state, and federal codes, and Head Start Performance Standards.
- Responsible for curriculum fidelity in center base classrooms
- Debrief pregnant women and infant/toddler issues with site staff as needed, and cooperate with all individuals involved in a child's intervention program, attending after hour meetings and/or home visits as needed.
- Maintain professional relationship with agencies and service providers in the community.
- Maintain awareness of current best practices, professional information, and search for alternative funding and programs/services that support PGCCS.
- Develop Early Head Start budgets.
- Analyze financial reports, expenses, and reimbursements.
- Establish comprehensive and time-sensitive recordkeeping systems to monitor program quality, individual child records, documentation, self-assessment, community assessment, strategic planning, and delivery of services.
- Provide workshops/trainings in all content areas and specifically infant/toddler & pregnant women services that meet HSPS, CACFP, ADHS requirements to staff, families, and community members.
- Provide resource, referral information, and consultations for all content service areas to families.
- Develop, analyze, and monitor Child Plus Data and Reports and Program Information Report (PIR) data
- Provide appropriate feedback to site staff regarding Monthly packets, Child Plus, etc.
- Communicate effectively with co-workers, community members, service providers, and outside agencies
- Attend and/or facilitate meetings, and participate in Advisory Committees and other agency committees.
- Produce articles, newsletters, brochures and funding proposals.
- Meet deadlines, maintain confidentiality, respond to requests in a timely manner, seek professional development opportunities, observe work schedule, and maintain attendance per agency guidelines.
- Secure and/or facilitate interagency agreements and resources for sites.
- Prepare approved vendor list.
- Review and analyze financial statements according to contracts.
- Responsible for the supervision of Early Head Start Field Specialists which includes recommending areas of improvement, promoting training, administering performance evaluations, providing positive and constructive feedback, facilitating conflict resolution, and assisting in the hiring, suspending, recalling, and discharging of employees.

Minimum Requirements:

- Bachelor's degree in Early Care & Education, Family Studies, or related field. Master's Degree preferred.

All education must be from an accredited institution.

- Two years; supervising adults, committees, and workgroups, budget management and grant/proposal/contract writing.
- Five years providing supervisory services to Early Care & Education programs.
- Possess advanced computer skills in Office Suite, including Outlook, Excel, Power Point, Word, and Access.
- Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and as needed provide a vehicle for program business.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Employee must be able to speak, read, write, and understand English.

Knowledge, Skills, and Abilities:

- Demonstrate knowledge of Adult Learning Styles.
- Knowledge in Arizona Department of Health Services, Bureau of Child Care Licensure, Principles, theories, best practices, current trends in Infant/Toddler development, Early Care and Education, Head Start Performance Standards, Adult Learning Styles, Cultural, Ethnic Diversity and Family Dynamics.
- Familiar with community resources throughout Pinal and Gila counties.
- Knowledgeable in monitoring procedures, supervision, and legal requirements.
- Excellent oral and written communications, communicate in a professional manner with internal and external customers.
- Demonstrate high reading and writing skills; high mathematical skills; and high reasoning ability.
- Work collaboratively under critical time frames and work with complex and sensitive information, and functions as an effective team member to build productive, collaborative relationships and to achieve program goals and objectives.
- Demonstrate the understanding of CPS reporting system, signs and symptoms of child abuse and neglect.

Physical Requirements:

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

Acknowledgements:

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position, and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Employee Signature

Date