

Home Base Manager

REPORTS TO: Family Engagement Director

FLSA STATUS: Exempt

STATUS Full Time 52 weeks, 40 hours per week

SAFETY SENSITIVE: Yes

Job Summary:

Responsible assisting with planning, developing, and implementing the home base program. This includes supervising, implementing and supporting home visitation systems within the Head Start Program.

Essential Functions:

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

- Oversee the Home Base option to ensure it is meeting all HSPPS requirements.
- Exercises supervision over assigned staff, HB Coach, HB Supervisor(s) and HB Specialist. Gives input in the hiring, suspending recalling and discharging of employees and carries out employee performance evaluations in accordance with personnel policies.
- Assist in planning, developing and implementing a system to assure families receive home visits during staff vacancies.
- Establish recordkeeping systems to assure program quality.
- Assure home visit observations are completed, recorded and reviewed with Home Visitors per HSPPS.
- Demonstrates knowledge and understanding of all Content areas.
- Participate as a Team Member within the agency and in the community as needed.
- Coordinates and facilitates meetings with staff, and community members as needed.
- Plans, monitors and assures quality program policy and procedures are provided and meet all current trends regarding evidence-based practice techniques and brain research as well as compliance with codes of all local, state and federal agencies.
- Analyze and track Home Base budget.
- Facilitates peer-to peer learning both one-on-one group settings in joint process of capacity building strategies
- Analyzes, monitors and manages child assessment, ChildPlus, and staff data to make data informed decisions, including identifying professional development needs
- Promote consistent exchange of information in all directions by communicating in a professional manner through verbal/written means while maintaining confidentiality at all times.
- Provide training and technical assistance to staff.

- Utilize virtual platforms for meetings and communications

Minimum Requirements:

- Bachelor's Degree in Family Studies, Education, ECE, Social Work or closely related field. Master's degree preferred. All education must be from an accredited institution.
- Two years directing committees and workgroups.
- Two years of home base experience.
- Two years assisting families in obtaining resources, working with low-income, culturally and linguistically diverse families, and Arizona Department of Health Services Office of Child Care Licensure.
- Advanced computer skills including Excel, PowerPoint, Word, internet, email and tablets/iPads.
- Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
- Health Questionnaire is required at hire and updated every 3 years.
- Meet all agency, state and federal required immunizations or have an approved exemption on file
- Must be able to speak, read, write and understand English.

Knowledge, Skills, and Abilities:

- Possess knowledge in HSPPS, Home Base Services, and adult learning styles.
- Possess excellent oral and written communication skills.
- Work collaboratively and with diverse site staff.
- Ability to work independently.
- Demonstrate the understanding of Department of Child Safety (DCS) reporting system, including 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



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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 and my questions have been answered thoroughly.

Employee Signature

Date