

Onslow County Partnership for Children

301 Northwest Drive, Jacksonville, NC 28546 Phone: 910-938-0336 Fax: 910-938-0068

www.onslowkids.org

Early Head Start Home Visitor Supervisor

The Onslow County Partnership for Children (OCPC) is seeking a Home Visitor Supervisor for the Early Head Start program. The Onslow County Partnership for Children is a non-profit organization that administers multiple grants for Onslow County. The Onslow County Partnership for Children mission is to ensure that children arrive at school healthy and ready to succeed. This mission is achieved by funding programs in the community aimed at serving children and their families.

The EHS Home Visitation Supervisor will under the general supervision of the Early Head Start Director assure that staff and families are served by the EHS home visitation staff in accordance with the program standards and guidelines of EHS.

The EHS Home Visitation Supervisor is responsible for the day to day supervision of employees assigned to provide home visitation services to EHS families. This position is expected to staff cases on a weekly or more frequent basis as needed with the home visitation staff to ensure needs of families are being met. This position is expected to accompany staff to the homes and other visitation places with their staff to provide guidance to staff on working with families.

The EHS Home Visitation Supervisor is responsible for monitoring services to families, providers and the community at large including written and verbal information; referral services; technical assistance services; grant services; resource center services; and community services. The EHS Home Visitation Supervisor should have a basic knowledge of the effective supervisory practices and counseling procedures. The EHS Home Visitation Supervisor should know tasks required of each staff position including curriculum used, performance standards and other day to day operational tasks of the staff supervised. The EHS Home Visitation Supervisor should have a detailed knowledge of supervision of employees, including but not limited to staff development, grievance procedures, EEOC requirements, and problem-solving and conflict resolution. The EHS Home Visitation Supervisor should also have knowledge of employee evaluation tools and procedures that allow for objective evaluations of employees on a regularly scheduled rotation. The EHS Home Visitation Supervisor should have a basic knowledge of working not-for-profit boards and committees. The EHS Home Visitation Supervisor should also have knowledge of how to conduct formal committee meetings and informal task force meetings.

The EHS Home Visitation Supervisor, under the supervision of the Head Start Director, is responsible for all aspects of the Education Component program requirements. The EHS Home Visitation Supervisor is responsible for monitoring children's progress towards the attainment of school readiness goals. The EHS Home Visitation Supervisor will monitor child assessment documentation to ensure effectiveness of assessments. The EHS Home Visitation Supervisor is responsible for convening School Readiness Committee meetings and reporting pertinent information regarding school readiness to funders, agency personnel, families, and the community.

The EHS Home Visitation Supervisor must have knowledge of general and specific evaluating procedures and techniques, and possess the ability to communicate detailed, technical information, both orally and in writing. At a minimum this position requires a Bachelor's Degree in a human services field. A Master's Degree in a human services field is preferred. Three to five years in an administrative/supervisory position in human services, social work or other nonprofit work is required. Additional knowledge of non-profit organizations, grant funding and rural community social work practice is highly desirable.

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Together We Build Brighter Futures



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Interested applicants must complete an Onslow County Partnership for Children application. Applications can be obtained via the website, at any of our offices or by contacting Cathy Wangerin at cathy.wangerin@onslowkids.org or calling at 910.353.7892. Please drop off or mail applications to 900 Dennis Road, Jacksonville, NC 28546. Faxed or e-mailed copies will not be accepted. Position open until filled.

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