



Head Start

## UMATILLA-MORROW HEAD START, INC. POSITION DESCRIPTION

### CAREGIVER EDUCATION & SUPPORT DIRECTOR

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#### Position Information:

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**Supervised by:** Executive Director

**Supervises:** Parent Education Coordinator, Parent Educators, Home Visitors, Systems Navigators, Intern/Practicum Students

**Salary:** Director I

**Classification:** Exempt

**Terms of Employment:** Regular-Full Time

#### Job Goal:

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To create capacity and direct the continuum of care for parents, families, and caregivers, ensuring resources and education are provided in collaboration with partner agencies. Direct and coordinate the Oregon Parent Education Collaborative (OPEC) for Union, Umatilla, and Morrow Counties as part of the continuum of care. Ensure that niche groups (i.e. fathers, kinship care, providers, foster parents, teen parent, veteran parents, and child welfare and other systems involved families) are identified and linkages established for service delivery in line with Early Learning HUB goals.

#### Essential Responsibilities:

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- Direct the Union- Umatilla-Morrow Parent Education Collaborative (OPEC)
  - Coordinate and convene Advisory Board for OPEC
  - Be responsible for local work plan and strategic plan and its implementation
  - Coordinate all facilitator training for evidenced based parent education curricula
  - Represent Union-Umatilla-Morrow OPEC at local interagency meetings and state meetings
  - Ensure that all data is entered into web based system.
  - Ensure community wide training is entered on the web site calendar.
  - Coordinate learning picnics for the Early Literacy grant.
  - Continue to seek out new partners to increase the offering of parent education.
  - Work closely with the Blue Mountain Early Learning Hub to ensure professional development is available to all early care and education providers.
- Provide direction and support to Home Visitation programs including;
  - Manage the Family Support & Connections program
    - Receive all referrals for the FS&C Program. Ensure that they are directed to the correct Family Advocate for follow up
    - Provide training to community partners and family advocates on the FS&C program
    - Act upon all referrals of potential clients living in the west end of Umatilla County
    - Facilitate a core team in Hermiston of DHS-Self Sufficiency, Child-Welfare, and other community partners monthly
    - Be present and provide a report to the Advisor Board (Steering Committee) at their quarterly meetings
    - Complete all FS&C program reports in a timely manner for submission to the State
    - Develop as necessary any brochures, pamphlets, forms for the program

- Manage the DHS Home Visiting Program
  - Coordinate referral process with DHS Child Welfare Staff and receive referrals
  - Ensure completion of DHS intensive home visiting month end
- As assigned provide support to the Healthy Families and MCHVIE Program
  - Provide monthly supervision for supervisors
  - Attend monthly webinar trainings
  - Submit necessary monthly reports
  - Attend quarterly meetings
- Provide direction and support to other program offerings designed to equip parents and caregivers with resources to better fulfill their role in a way that yields positive outcomes
  - Oversee Children In Between/Children in the Middle
  - Oversee Circle of Security
  - Oversee Fatherhood groups and offerings
  - Oversee Support Groups
  - Oversee the VIDA Program
- Provide ongoing needs assessments regarding gaps in service, duplication, and collaborative opportunities to ensure continuum of care is consistent with wraparound principles and equity lens as well as consistent with regional goals regarding safety, permanency, well-being and early learning benchmarks
  - Work in constant with community efforts to identify and support systems navigators through collaborative means
  - Manage the messaging around caregiver education and parents as first teachers as well as dialogue around poverty

### **Qualifications:**

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- Bachelor's or Master's (preferred) degree in a field related to Social, Human, or Family Services. MSW/LCSW or Masters in Counseling/Psychology preferred.
- A minimum of 3 years' experience in Management/Supervision and Social Services.
- Current CPR and First Aid cards
- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation upon hire
- Adequate means of transportation
- Ability and desire to effectively work with low-income children and their families

### **General Staff Responsibilities:**

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- Participate in staff meetings, conferences, training sessions and workshops as assigned
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records
- Maintain confidentiality in regards to staff and family information
- Maintain objectives and professional standards
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Perform any other work-related duties as requested by your supervisor
- Be present at work in order to provide consistency of services
- Be a contributory team member in a positive/productive manner
- Demonstrate commitment to mission, values, and policies in the performance of daily duties

## **Other Requirements:**

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- Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings
- Comprehend, analyze, and make inferences and references from written material
- Fluent in English both verbally and written
- Perform physical inventory of equipment and/or supplies
- Make precise arm-hand positioning movements and maintain static arm-hand positions
- Ability to use computer and word processing software program, multi-lined telephone system, and copier
- Sort; alphabetize documents, records and/or files
- Daily use of computer monitor
- Ability to do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.
- Perform detailed and repetitive work such as data entry, completion of forms, and verification of computer reports
- Apply safe practices in the performance of duties
  - Reporting of unsafe or hazardous working conditions and/or any injury immediately
  - Complying with Agency safety standards
  - Participate in emergency drills
  - Promote a culture of safe environments in the workplace

***Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer***