

Organization: **Youth & Family Services (YFS)**

Department: **HBHS**

Position: **Home-Based Head Start Area Coordinator**

Status: **Full-Time**

Reports to: **Home-Based Head Start Director**

Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: Bachelor's degree in early childhood education, special education or a disabilities related field, or early childhood education/special education endorsement/certificate, or degree in related field with CDA preferred; other bachelor's degrees considered. Transport children as assigned and be willing to submit to random drug and alcohol testing in accordance with performance standards and the Substance Abuse/Misuse Policy for Safety Sensitive Positions & Employees Driving Children. Must meet Head Start Program Performance Standards. Experience or formal training in working with children and low-income families. Demonstrated supervisory ability and experience. Computer competency. Ability to provide leadership, communicate effectively, and understand issues of working with a variety of cultural, economic and social groups. Professional appearance and behavior. Current vehicle liability insurance and a valid driver's license required. Flexible work schedule. Must be able to obtain CPR/First Aid as required. Knowledge and experience in the field of human services, early childhood development and prenatal development.

Essential Functions:

- Plan and implement education and disabilities components to maintain program compliance regarding Performance Standards, Head Start Act and agency goals and objectives.
- Oversee the comprehensive services and serve as a team member to assess the broad range of objectives in Home-Based Head Start, including education, family services, mental health, disabilities, health, nutrition and transportation.
- Ensure that appropriate procedures are used for on-going observations, documentation, assessments and evaluations of each child's growth and development for the purpose of individualizing the curriculum.
- Hire, train, supervise and evaluate all staff as assigned by the Program Director within the framework of agency policies and procedures.
- Manage the designated portions of the budget as assigned by Program Director.
- Provide training and technical assistance to education staff and parents that could include child development, age appropriate activities, disabilities, and other topics as requested.
- Work with staff to ensure effective delivery of program services and transition for children and parents into and out of the program.
- Assist in relevant aspects of program planning in coordination with Program Director and other program components.
- Assist in securing the required 20% non-federal match as required by the Department of Health & Human Services.

- Provide related consultative services to ensure coordination, continuity, quality, appropriate standardization and effective use of resources for all YFS Head Start programs as needed.
- Responsible for monitoring the training and assessment of staff.
- Prepare reports and attend meetings and training as requested by the Program Director.

Additional Functions: Develop and implement strategies for involving parents in all aspects of the program. Assist in recruitment of children, families, and volunteers for program services. Perform additional duties as assigned by Program Director. Maintain confidentiality as it relates to information about children, families, and other staff members. Follow Youth & Family Services code of ethics. Must be able and willing to meet travel needs of position, including out-of-area and out-of-state. Keep supervisor informed of concerns, problems, and successes related to the program services. Attend and participate in staff meetings and trainings as requested by supervisor. Assist in completion of the Program Information Report (PIR). Assist in all assigned grant activities. Input and audit education and disabilities information into each child/family files in the agency data systems to ensure compliance to Performance Standards, Head Start Act and agency goals and objectives.

Environmental Functions: Perform duties in a controlled office environment, participate in some socialization opportunities, field trips and activities with children, and conduct visitations in the home of clients. Ability to lift up to 30 lbs. and to meet physical requirements of position.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email: yfshr@youthandfamilyservices.org

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call our HR Team at 605-342-4195!