

Early Head Start/MIECHV Home Visitor Supervisor

CLASSIFICATION: Exempt

WORK SCHEDULE: Full-time, 40 hours a week, M-F

PAY/SALARY: TBD

LOCATION: Salem

APPLICATION DEADLINE: Open until finalists are selected

Family Building Blocks (FBB) is accepting applications for a full-time Early Head Start/MIECHV Home Visitor Supervisor. This position is eligible for full benefits.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk County. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "keeping children safe and families together" is the foundation that helps us build strength in our communities, large and small and committed to putting families at the center of our work. Do you enjoy working in a fast-paced environment? What to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly, then take a few minutes to learn more about our organization and this position? Join our team!

Primary Purpose

The Early Head Start (EHS) Home Visitor Supervisor oversees Home-based services in accordance with the Head Start Performance Standards and the Head Start Act while upholding Family Building Blocks values when working with children and families. The EHS Home Visitor Supervisor uses reflective supervision and observation to support and coach EHS Home Visitors and ensures the quality of EHS socializations (playgroups) in collaboration with other supervisors and manager. This position works closely with managers in monitoring family-centered goal setting and follow-through for all enrolled families. This position includes coordination of the Maternal Infant Early Childhood Home Visitation (MIECHV) program and ensures that data collection and reporting are completed accurately and in timely manner by direct staff. Team work will be key to the success of this position.

Minimum Qualifications:

- Bachelor's degree in social work, human development, early childhood education or other related field.
- Previous experience as a home visitor working with parents, infants and toddlers in a social service setting, preferably an Early Head Start program.
- Home visitation experience using evidence-based/home visitation curriculum.
- Possess strong verbal, written and interpersonal communication skills and be committed to staff development.

- Supports multiculturalism by treating all people with dignity and respect and not engaging in discriminatory behavior.
- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff.
- Possess strong organizational, time management, recordkeeping skills.
- Demonstrated ability to effectively motivate, train, and support colleagues and team.
- Ability to work effectively in a team environment and promoting positive, forward thinking, and a strength based culture.
- Experience working and providing support to high risk families while adhering to program policies and standards.
- Proficient in using MS Office Suite and ability to learn new programs required for the position.
- Must be creative, flexible, able to manage priorities while dealing with multiple interruptions, exercise good judgment, and professionalism.
- An employer-paid pre-employment drug test is required.
- Successfully pass a criminal conviction background check.

Preferred Qualifications

- **Bilingual English/Spanish**
- **Two years of supervisory experience in a setting that serves children and families.**

Additional Requirements, Certificates, Licenses, and Registrations:

- Mandated Reporter - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.
- Must maintain throughout the length of employment an acceptable driving record according to FBB criteria.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment.
- Valid First Aid Card/Pediatric CPR or ability to obtain within 60 days of employment.
- Current Enrollment in Child Care Division Central Background Criminal History Registry and/or the Oregon State Police Criminal Records OR able to enroll within first week of hire.
- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect". (Must be a minimum of 2 hours training) or able to complete within first week of hire.
- Valid Oregon Driver's license, acceptable driving record, and reliable transportation.
- Proof of current auto insurance

IMPORTANT: No offer of employment in this position is final until the favorable completion of a Oregon Child Care Division Central Background registry, review of driving record, TB screening, and drug screening.

HOW TO APPLY

If you would like a copy of the job description, have any questions or to submit your resume, cover letter, and education documents please contact Linda Flamenco, lflamenco@familybuildingblocks.org.

Employment offer is contingent upon completion of an Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year. This position is eligible for benefits and prorated PTO/holiday pay.

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.