



## Human Resources

Oakland Livingston Human Service Agency

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### Early Head Start Home Base Manager

**Division:** Early Childhood Services

**Department:** Early Head Start

**Supervisor:** Associate Director for Education

#### Job Mission:

Support the delivery of comprehensive, high quality Early Head Start Services by home visiting staff to children and families according to funding sources.

#### Performance Standards:

1. Monitor and review outreach, recruitment, enrollment and attendance of families.
2. Provide support in parent engagement.
3. Bridge families from Early Head Start to Head Start or other community preschool programs.
4. Conduct observations to provide coaching and mentoring to Family Educators and ensuring Family Educators are meeting the needs of the child, family and program.
5. Provide weekly Reflective Supervision to Family Educators.
6. Carry out all other duties as assigned by supervisor.

#### Qualifications:

1. Bachelor degree required. A Bachelor degree in social services or a related field is preferred.
2. Two (2) years' experience working with low income families of various racial, social and cultural backgrounds. Head Start or Early Head Start experience preferred.
3. Licenses required: Valid Michigan's drivers licenses and reliable transportation required.
4. Bilingual in Spanish preferred.

#### Hours & Wage

\$18.97 per hour minimum

40 hours per week; 52 weeks per year

#### Location

Pontiac, Michigan