



Job Description: Home-Based Services Manager

Reports to:	Deputy Director of Programming
Supervises:	Home Visitors
Exempt Status:	Non-Exempt
Work Schedule:	Full-Time
Approved on:	

Bright Beginnings, Inc. is non-profit organization that operates early childhood and family learning centers for families experiencing homelessness. Our mission is to meet the needs of children and their families by: providing children with a safe, nurturing educational environment; preparing children to enter kindergarten ready to learn; and supporting parents to stabilize their home lives and become self-sufficient.

Summary: The Home-Based Services Manager is responsible for the overall planning, implementation, coordination, evaluation, and ongoing administration of the Home-Based Program. The individual will have considerable ability to understand chronic homelessness, intergenerational poverty, their causes, and two-generational approaches and solutions. This person must have the ability to provide effective leadership to plan and direct the work of others and the ability to establish effective working relationships with the public and others, and the ability to communicate effectively both orally and in writing.

Essential Duties:

1. Responsible for the overall delivery of the Home-Based Program, in different housing and shelter environments.
2. Ensure full enrollment of the program, as well as maintain an active waitlist.
3. Serve as the liaison to staff at the transitional housing programs and shelters to ensure ongoing communication and referrals.
4. Supervises Home Visitors through one-on-one meetings and a process of reflective supervision.
5. Ensure that program services are being delivered to home-based families.
6. Ensure that families are progressing on the BBI self-sufficiency matrix.
7. Ensure that parents are informed, engaged and participating in major program components – Socializations, Closing the Vocabulary Gap, Parents as Teachers, and Parent Policy Council.
8. Supervise and evaluate the planning and implementation of socialization activities for parents at all sites, and coordinate parent training sessions.
9. Coordinates training of Home Visitors, including scheduling reflective supervision with Home Visitors on bi-weekly basis.
10. Conducts ongoing monitoring visits with Home Visitors to provide feedback, training, and supervision on effective home visiting strategies.

11. Review and update service area plans, policies and procedures for the effective operation of the Home-Based Program.
12. Create, maintain and oversees monitoring procedures, protocols, and forms related to program performance standards.
13. Work closely with the Director of Organizational Learning, Education Director and Deputy Director of Programming on the selection of the Home-Based curriculum; on providing ongoing training to Home Visitors and ensuring proper alignment with DC State Early Learning Standards and the Head Start Child Development Early Learning Framework.
14. Supervise and maintain accurate and timely written/electronic records; including end of month reports, assessments, special education documentation, screening instruments, anecdotal observations, documents for all transitions and other required forms. (Childplus, HSES, TeachBoost, LENA).
15. Analyze data for trends, patterns and needs in family outcome data for monthly reports, staff and parent trainings, and advocacy activities.
16. Provide data and information for various grants.
17. Maintain confidentiality of information at all times.
18. Attend all trainings, staff meetings, program manager and team meetings as required.
19. Actively participate in community and program wide activities and events increasing awareness of program services offered through BBI.
20. Work collectively with all program staff.
21. Other duties as assigned.

Qualifications:

1. Mission and culture alignment;
2. Master's degree preferred in social services, social work, education or psychology or human development;
3. Well versed in the Head Start Performance Standards and other regulations including but not limited to child abuse regulations and District of Columbia OSSE licensing regulations;
4. Must maintain training and professional development credits current;
5. Spanish – speaking and writing preferred, but not required;
6. Excellent organizational, time management and communication skills;
7. Strong written and verbal communication;
8. Strong analytical skills with experience providing data analysis to both technical and non-technical audiences;
9. Track record of establishing effective working relationships with colleagues at all levels across teams;
10. Must have the ability to maintain a cooperative, diplomatic working relationship with co-workers, supervisors, families and the community;

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11. Must demonstrate flexibility in work settings, maturity of judgment and ability to work collegially;
12. Strong computer skills with expertise in Windows-based programs, such as the Microsoft Office Suite;
13. Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing; and
14. Documentation of Tuberculin-free condition and health screening on an annual basis.

Physical Demands:

- Be able to lift 25-50 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear and speak.
- Be able to raise objects from a lower to higher location or moving objects horizontally from one location to another.
- Be able to sit for extended periods of time in front of a computer.

Employee Acknowledgment:

The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Bright Beginnings is strictly on an at-will basis.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

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