

EL NIDO FAMILY CENTERS
10200 Sepulveda Blvd., Suite 350
Mission Hills, CA 91345
(818) 830-3646, Fax (818) 891-6547



OPEN POSITION

Position: Home Based Supervisor
Location: Manchester Office
Program: Early Head Start
Annual Salary: \$50,000 - \$53,000

Major Responsibilities: Provides assistance with planning and implementation of comprehensive child development program that meets the Head Start definition of curriculum in the home-based program; oversees the work of a team of home visitors in providing supervision, observations of home visits, parent activities, group socializations for parents and children and reviews records and enrollment levels; monitors staff activities for compliance with contract goals; provides program orientation and training for new staff; assists in identifying ongoing training needs of program staff and plans the development and training to meet those needs; and provides other management duties including hiring, performance evaluations, and implementing professional development plans of staff.

Position Requirements: Masters Degree in Social Work, Child Development or other related field; 2 – 3 years management experience in supervising a team of employees; knowledgeable in adult learning concepts and of target population and community, including community resources; ability to train and supervise diverse staff; effective oral and written communication skills; previous experience providing direct services to low income families and in working with persons of varied experience and ethnic backgrounds; Bilingual/Spanish and previous Early Head Start experience strongly preferred..

Posting Date: February 27, 2012

EOE

