

Home Visiting and Health Services Manager

CLASSIFICATION: Exempt, Salaried

WORK SCHEDULE: Full-time, 40 hrs/week

PAY/SALARY: TBD

LOCATION: Salem

APPLICATION DEADLINE: Open until finalists are selected, apply immediately.

Family Building Blocks (FBB) is accepting applications for a full-time exempt **Home Visiting and Health Services Manager**. This position is eligible for full benefits which include medical and dental coverage, paid time off.

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

Family Building Blocks works to break the intergenerational cycle of child abuse and neglect by providing services for high-risk families that have children prenatal to five years old. We operate three different programs: Early Head Start, Healthy Families, and Relief Nursery to further our goal of building successful and resilient children, strengthening parents, and preserving families through comprehensive and integrated early childhood and family support services.

FBB's mission of "Keeping Children Safe and Families Together" is the foundation that helps us build strength in our communities, large and small. We are committed to putting families at the center of our work.

Do you enjoy working in a fast-paced environment? Want to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly? Take a few minutes to learn more about our organization and this position. Join our team!

Primary Purpose

The Home Visiting and Health Services Manager is a member of the Service Delivery Management Team and is responsible for leading, guiding, and energizing the Relief Nursery and Early Head Start Home Visiting Supervisory Team to ensure the highest-quality and most effective home visiting services are provided to children and families. In addition, this position works to assure compliance with and provide expert consultation to staff regarding the Oregon Association of Relief Nursery Standards and Early Head Start Health and Nutrition regulations. This position uses a multidisciplinary team approach to provide and track health and nutrition services to children, families, and staff. They are the builder of community partner relationships to ensure all families and children have access to resources to further their family goals. This requires strong ongoing communication and coordination with Education and Family Support staff and contracted content experts in nutrition and mental health, as well as community healthcare providers to ensure the determination and acquisition, ongoing evaluation and follow-up of infant and toddler health, dental, mental health, nutritional and safety needs.

This position will be responsible for providing consistent support to Home Visiting Supervisors in accordance with program standards informed by: Relief Nursery and Early Head Start; state licensing standards; trauma informed and National Association for the Education of Young Children (NAEYC) best

practices; and, attachment research as informed by Zero to Three. This position oversees the implementation of health curriculum, provides staff and parent training in Health, Disabilities and Nutrition as requested, and convenes Early Head Start's Health Services Advisory Committee. This position also supports the Early Head Start program in meeting its grant goals around community building and engagement. This position fulfills the duties of the Early Head Start Health Services Manager.

Essential Functions:

Supervision (45%)

- Supervise, coach, and support home visiting supervisors in best practices in all program areas using a strengths-based, trauma-informed, and reflective approach, ensuring that appropriate supervision is received by all direct service staff.
- Uphold accountability of work performance, conduct performance evaluations, and develop professional development and work plans as needed; perform observations of case conferencing with home visitors and supervisors and provide feedback.
- Lead the hiring of Relief Nursery and Early Head Start home visiting program staff.
- Support supervisors in the orientation of new staff and monitoring ongoing training needs of all home visitors and maintaining up-to-date Individual Staff Training Plans.
- Actively participate in team meetings at all levels.
- Model, uphold, and enforce Family Building Block policies and procedures.
- Support the work of FBB volunteers as an integral part of program services.

Family Program Standards and Quality Assurance (30%)

Family Services

- Work closely with the Director of Therapeutic Early Childhood Programs to understand home visiting program standards; ensure all necessary updates are disseminated to staff in a timely manner.
- Work closely with the Director of Quality and Operations to ensure that quality assurance strategies developed by the Operations and Data teams are informed by and implemented in consideration of the implications on program staff and service delivery; participate in ongoing data team meetings.
- Align service design and delivery with identified program goals while ensuring program standards and expectations are met; communicate and support implementation of program expectations and changes to supervisory team; monitor and respond to quality assurance rates, including home visit completion, acceptance, family retention, etc.
- Participate in Relief Nursery and Early Head Start site visits.
- Review supervisor notebooks and complete supervision shadows for Quality Assurance

Health Services

- Assure that enrolled prenatal mothers and children have an ongoing source of continuous, accessible health care.
- Assure that infants and toddlers receive and are up-to-date on all preventive and primary health care inclusive of medical, dental, immunization, nutrition and mental health needs in alignment with Head Start Performance Standards, and recommendations from the Centers for Disease Control and Prevention, American Academy of Pediatrics, and Health Services Advisory Committee.
- Maintain procedures and required data to track and monitor the provision of health care services for EHS-enrolled children and prenatal women in accordance with EHS Performance Standards and HIPAA regulations. This includes documentation and follow-up on ongoing care needs.

- Support integration of health and nutrition curriculum into home visits, socializations, and classrooms.
- Maintain annually updated Service Plans for the content areas of children’s physical health, mental health, nutrition, prenatal services, disabilities, and facility health and safety monitoring.
- Function as primary contact with a registered nutritionist to support compliance with Early Head Start nutrition requirements.
- Conduct Post-Partum visits with enrolled mothers within 2 weeks of birth.
- Promote quality nutrition throughout the program.

Communication and Consultation (10%)

- Serve as first level of response to provide clarification and technical support to staff in implementing all Health and Nutrition policies and procedures.
- Provide or obtain training for staff, volunteers and parents on health requirements and health education topics as requested.
- In consultation with Education staff, complete Individual Health plans as required.
- Assist staff to access Emergency Health Fund for program participants as appropriate.
- Facilitate Site Safety Team meetings and monitor follow-up of any health and safety concerns identified from the monthly Health and Safety walk-thru.
- Co-facilitate Wellness Committee meetings and promote the importance of staff wellness by encouraging staff participation in wellness activities and challenges.
- Collaborate with the Immunization Coordinator to support timely communication on children’s immunization record status, and communicate follow-up needs with teaching/home visiting staff.

Community Health Development (10%)

- Facilitate the Health Services Advisory Committee; recruit and support membership, prepare agendas and meeting materials, monitor policy implementation and follow-up requests from members.
- Develop and maintain relationships with the medical and dental communities.
- Connect and coordinate with other agencies throughout the community to better support the families served.
- Participate in the Community Assessment.

Other (5%)

- Oversee tracking of Early Head Start employee and volunteer health requirement completion.
- Participate in program events, meetings and trainings as assigned.
- Model behaviors that demonstrate an understanding, acceptance and welcoming of diversity.
- Maintain respectful and positive communication regarding all children and families.
- Engage and support volunteers as an integral part of program services.
- Assists as needed and/or assigned to related activities.

OTHER EXPECTATIONS

- Complete required Relief Nursery and Early Head Start program training within required timeframes and stay current with program requirements and expectations.
- Ensure that supervisors work closely with home visitors to ensure that any case which may involve “imminent harm,” “threatened harm,” abuse or neglect is brought to the attention of the Director of Service Delivery and referred to Child Protective Services or law enforcement.

Minimum Qualifications:

- Bachelor's degree, preferred in Health Education or related field.
- Three or more years of demonstrated supervisory experience in managing early childhood programs or equivalent which includes training, performance evaluations, documentation, conflict resolution and leadership.
- A solid understanding of and experience in managing staff
- Administrative experience in human service or related field including experience in quality assurance/improvement and site development
- 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 promote positive, forward thinking, and a strength based culture.
- Experience working with 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 juggle multiple priorities, exercise good judgment.
- Possess excellent verbal, written and interpersonal communication skills and be committed to staff development.
- Ability to work a flexible schedule and participate in program activities that may include occasional evening and/or early mornings.
- Possess a valid Oregon Driver's license or ability to obtain one within 30 days of hire, acceptable driving record, and reliable transportation. Must be able to provide proof of current auto insurance.
- An employer-paid pre-employment drug test is required.
- Must successfully pass Oregon Child Care Division Background Registry.
- Successfully pass a criminal conviction background check.

Preferred Education and Experience:

- Master's degree in public health or human services administration or fields related to working with children and families.
- Experience working in a health-related field, including research and health education.
- Infant mental health endorsement.
- Previous experience working in the field of early childhood and Head Start preferred.
- Experience with nonprofit organization.
- Experience working with community partners.
- Background, knowledge, or practice in conducting research to find health best practices in health and nutrition for children under 5 years of age.
- Bilingual English/Spanish.

Additional Eligibility and Qualifications:

- 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.

Certificates, Licenses and Registrations

- Valid First Aid Card/Pediatric CPR or ability to obtain within 30 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 criminal background check, review of driving record, and drug screening.

HOW TO APPLY

If you would like to apply for this position please submit your resume, cover letter, and education documents to jobs@familybuildingblocks.org.

Employment offer is **contingent** upon completion of criminal background check, 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.

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.