

**TRI-COUNTY COMMUNITY ACTION, INC.**  
**PROJECT HEAD START & EARLY HEAD START**  
**JOB DESCRIPTION**

**JOB TITLE:** Home Base Manager

**DEPARTMENT:** Head Start Birth to Five

**CLASSIFICATION:** Full Time; Non- Exempt

**GENERAL DESCRIPTION:** The Homebase Manager is responsible for the coordination and supervision of activities and services of the Head Start and Early Head Start Home Base Program. The coordinator shall supervise Parent Educators in all seven counties.

**QUALIFICATIONS:** A.S. or A.A. in early childhood development, education, sociology, social work or psychology preferred. Other degrees considered. Experience and personal qualifications considered. A high school diploma is necessary. Experience working with low-income families and with small children. Experience in supervision is desirable.

The Homebase Manager must be a person with high moral standards and possess a commitment toward maintaining those standards as a model for staff and participating families. He/she must have initiative and imagination. He/she must be a self-starter with the ability to work unsupervised, yet be willing to accept supervision and direction. Communication skills and sound decision making practices are necessary. Tact and the ability to work positively with others are required qualities. The manager must be able to assume supervisory responsibility and general responsibility and general responsibility to maintain a quality program.

**DUTIES:**

- Supervise Parent Educators in the Home Base Program throughout seven counties.
- Recruit volunteers and assist parent educators in collecting non-federal share for local match – in Volunteer Time and donations along with completing the monthly Tally Sheet.
- Assist Parent Educators in scheduling socialization and other related activities and programs.
- Provide input on evaluation of Parent Educators annually as to job performance and attitude.
- Mentor Parent Educators and complete mentoring forms along with spot checks.

- Assist IT with recording new equipment and materials purchased and ensure they are recorded on the master inventory and that damaged or lost equipment and materials are properly recorded.
- Work closely with the Family Empowerment Case Manager and FAS assigned to specific counties to complete the annual recruitment efforts and to see that Head Start services are available to those who need them the most. Assist in ensuring all counties with HS/EHS home base are fully enrolled at all times.
- Review time sheets and monthly travel expenses and submit to fiscal for final review and approved.
- Assist with monitoring provision of medical and dental services for enrolled children. Work closely with Health Manager during scheduled clinics to ensure services are provided to children and families.
- Submit purchase order requests for supplies and materials to Head Start Director for approval.
- Attend staff meetings, planning meetings and other required training necessary to increase job skills.
- Assist staff in submitting information for Tri-County newsletter concerning Head Start Home Base activities.
- Assist with completing Community Assessment to determine choice of program options and to locate eligible participants.
- Assist all Managers (Health, Education, Mental Health, Disability, and Nutrition) with monitoring of service in the Home Base program.
- Review and approve Purchase Order request and arrange for food demonstrations planned by Parent Educators once a month.
- Assess Home Base staff for training needs and arrange for appropriate training with Head Start Director.
- Conduct new Parent Educator Orientation training on an ongoing basis.
- Follow Ongoing Monitoring Process for children's folder checks monthly/annually including Expectant Mother's folders.
- Provide Ongoing Monitoring Tool to the Compliance Coordinator monthly.
- Make home visits with Parent Educators to ensure families are receiving quality home base services in both HS/EHS.
- Complete Expectant Mothers home visit with Health Manager after delivery.
- Must be able to lift or move 20-25 pounds if needed.
- Must possess a valid Texas driver's license and be insurable by the agency's insurance company.
- Regular working hours are 8:00 a.m. until 4:30 p.m. Any schedule variation must be approved by supervisor.

- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Perform any other assigned tasks relevant to the effective operating of the program or other task assigned by supervisor.
- Follow the four agency Behavior Competencies: Integrity, Teamwork, Professionalism and Compassion.

**SUPERVISORY DUTIES:**

Head Start and Early Head Start Parent Educators

**IMMEDIATE SUPERVISOR:**

HS/EHS Director

Signature: \_\_\_\_\_ Date: \_\_\_\_\_