

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position: Combination Mentor

Reports To: Off-Site Programs Manager

Supervises: N/A

FLSA Status: Exempt Non-Exempt

Position Purpose:

This position is responsible for implementation of combination programming. This position plans and implements a developmentally appropriate educational program through a center-based experience as well as conducts home visits based on best practices as defined by Head Start Performance Standards and NAEYC.

Child Development Specific Duties:

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Use developmentally appropriate child guidance techniques and language.
- Maintain a safe and healthy learning environment that fosters the social, emotional, cognitive, and physical development of each child.
- Encourage parents to take leadership of the home visit and help parents plan experiences that foster their child's development and learning.
- Provide direction to teacher aide and volunteers during socializations and other program activities.

Family Support Specific Duties:

- Provide, accurately document, and enter family demographic information, child attendance, program enrollment data, family support, health, dental, and nutrition services.
- Work in partnership with program staff, community providers and families, modeling respectful ways of interacting and maintaining confidentiality.
- Complete at least two home visits and two parent-teacher conferences per year to provide for parent goal-setting for their child and to share their child's progress.
- Assist families, in all areas of programming, with completion of necessary program paperwork.
- Ensure that Family Partnership Agreements are complete and appropriate follow-up is documented in the family file.
- Ensure family hard-copy and electronic files are complete, accurate and orderly, containing case notes, child development information, health and disabilities information, communication forms, and family services information to document service delivery and status.
- Comply specifically with Head Start Program Performance Standard 1305.4 regarding determination, verification and documentation of eligibility for Head Start/Early Head Start services.

- Recruit and enroll families including expectant families using established priority and eligibility systems. Maintain waiting list and notify families of their status.

General Duties & Responsibilities:

- Follow all local, state, and federal rules and guidelines, in addition to program policies and procedures and complete required paperwork by established deadlines.
- Participate in professional development activities, including program improvement committees.
- Use available technology to increase efficiency to maintain accurate up-to-date records and accurate up-to-date reports.
- Meet regularly with supervisor, family support team, and other staff as needed and/or scheduled by supervisor.
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities:

- Requires an Associate’s degree, Early Childhood or Social Services preferred.
- Must be able to obtain a Home Based CDA within 15 months of hire.
- Must provide valid Driver’s License and proof of insurability.
- Ability to maintain records and implement a comprehensive, individualized education program for each family.
- Ability to relate well to children, parents, staff and the community.
- Ability to travel as required.
- Must meet all requirements for child care staff as defined by the Illinois Department of Children and Family Services
- Respects the principles of legislation regarding Equal Employment Opportunity and ADA
- Ability to lift 50 pounds.

Essential Functions:

This document contains a description of a general class of positions within the Champaign County Regional Planning Commission Salary Administration Program. The description contains examples of duties and responsibilities that may or may not be considered to be “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department

Approved by Policy Council: 2016

Signature of Employee _____ Date_____