



CHAMPAIGN COUNTY  
REGIONAL PLANNING  
COMMISSION

# Champaign County Regional Planning Commission

## POSITION DESCRIPTION

**Position:** Combination Mentor  
**Reports To:** Off-Site Programs Manager  
**FLSA Status:** Non-Exempt

### Position Purpose:

This position is responsible for implementation of locally designed programming option. The Combination Mentor plans and implements home-based, developmentally appropriate child development and health services as well as family support services based on best practices as defined by Head Start Program Performance Standards, NAEYC, and Illinois Learning Standards. The Combination Mentor serves each family weekly in its home or other family-chosen location and, approximately, twice-a-month provides group experiences for enrolled children and their parents. The Combination Mentor uses on-going assessments to ensure individualization for each child and optimal progress toward school readiness.

### Specific Duties and Responsibilities:

- 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.



Early Childhood Education Program

1776 E. Washington St. Urbana, IL 61802  
P 217.328.3313 F 217.328.2426  
TTY 217.384.3862 [CCRPC.ORG](http://CCRPC.ORG)

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- Maintain a safe and healthy learning environment that fosters the social, emotional, cognitive, and physical development of each child.
- Help to plan and implement Get-Togethers/Family events and ensure families are encouraged to attend.
- Encourage parents to take leadership of the home visit and help parents plan experiences that foster their child's development and learning for school readiness.
- Assist families, in all areas of programming, with completion of necessary enrollment paperwork.
- Ensure that Family Partnership agreements are complete and appropriate follow-up is documented in the family file and Child Plus.
- Ensure family hard-copy and electronic files are complete and orderly, contain case notes, child development information, health and disabilities screenings, communication forms, and Family Service Information.
- Comply specifically with Head Start Program Performance Standards regarding determination, verification and documentation of eligibility for Head Start/Early Head Start services.
- Accurately document and enter family demographic information, child attendance, program enrollment data, and delivery of family support, health, dental, and nutrition services.
- Recruit and enroll children and expectant families using established priority and eligibility systems.
- Maintain waiting list and notify families of their status.
- Arrange and or provide transportation.
- Meet regularly with supervisor, family support team, and other staff as needed and/or scheduled by supervisor.
- Follow all local, state, and federal rules and guidelines, in addition to program policies and procedures.
- Complete required paperwork and documentation by established deadlines.
- Use available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports.



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- Participate in professional development activities, including program improvement committees.
- Implement the Ready! For Kindergarten curriculum.
- Promote our collaboration with WILL and serve as a Book Mentor, implementing the activities established by WILL and HS.
- Work in partnership with program staff, community providers and families, modeling respectful ways of interacting and maintaining confidentiality.
- Perform other related duties as assigned.

### **Required Knowledge:**

- At a minimum, associate's degree in Early Childhood or Child Development.
- Must complete Family Partnership training within 18 months of employment.
- Must be at least 21 years of age with a valid driver's license, car and insurance.
- Knowledge of Head Start and other agency rules and regulations preferred.
- Previous experience with culture management and inclusion initiatives preferred.
- Previous experience with recruiting and working with families preferred.
- Experience working in an early childhood setting preferred.
- Experience working with diverse populations preferred.
- Respect for the principles of Equal Employment Opportunity and Americans with Disabilities Act.
- Must meet all requirements of Illinois Department of Children and Family Services.

### **Essential Functions:**

For any program option and/or event, the ability to:

- align with the vision, mission, and values of the organization
- recruit and enroll children and families
- ability to maintain records and implement a comprehensive, individualized education program for each family.



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- maintain child, family, staff, and program confidentiality
- relate well to children, parents, staff and the community
- effectively engage participating children and/or families
- plan and coordinate family and community events
- conduct child observations
- plan data driven instruction
- lead educational activities
- travel to homes, meetings, training, service delivery, and other work sites
- provide necessary emergency response to children, families and/or staff
- participate outside in various weather temperatures
- work weekends and evenings as needed
- sit at a table or on the floor 60% of work week
- travel to home visits 20% of work week
- document services 20% of work week
- ride a school bus
- lift and carry a child up to 50 pounds
- build relationships with children, families, and community partners
- make decisions based on developmentally appropriate practices and trauma informed care
- implement and practice the program's developmental curriculum and classroom management methods with fidelity
- solve and analyze problems
- self-reflect on performance and services
- manage time to meet deadlines, work duties, and work schedule
- ability to work as a team with co-workers
- utilize a computer and data programs to meet program requirements



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**Work Environment:**

- Working with children is physically and emotionally demanding work, requiring patience and energy. Most likely experience children with challenging behaviors, which may include physical and verbal aggression, daily.
- Sitting on the floor with the children
- Occasional bending, squatting, pushing, pulling, lifting, carrying and/or moving up to 50 pounds
- Noise levels fluctuate within the home environment, classroom setting, and office setting.
- Outdoor play in various weather temperatures
- Near-vision use for reading and computer work

**Disclaimer:**

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Approved by Policy Council:                      March 25, 2019

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**



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