



*Sprout Family Services is a private non-profit corporation with a core purpose of promoting the healthy development of children.*

**Job Title:** Early Learning Program Manager

**FLSA Status:** salary; exempt

**Reports to:** Executive Director

Full-time

**Location:** Homer, Alaska

**Summary of Position:** The Early Learning Program (ELP) Manager provides management of Sprout's ELP to include ensuring compliance with grant activities, oversight of program services, supervision of Infant Learning Program & Three Plus Program staff, management of finances, and facilitation of community partnerships. This position is back-up to the Executive Director. Successfully complete other duties as assigned.

**Responsibilities & Duties** include, but are not limited to:

- Adhere to and demonstrate the mission and core values of Sprout Family Services.
- Manage all program budgets including grant writing, reporting, and compliance. Maintaining a positive working relationship with grant administrators.
- Responsible for supervising direct service staff including, but not limited to hiring, orienting, evaluating, developing and corrective action as needed. Actively participate & lead staff in on-going learning, mentoring and relationship-based supervision.
- Provide reflective supervision at regularly scheduled intervals, including home visits with providers and families and coordinating clinical support. Enhance staff understanding and implementation of the coaching model through performance monitoring, training and promotion of team development activities.
- Attend monthly coordinators teleconference, required face-to-face meetings, State committees and Alaska Infant Learning Program Association meetings as a representative of Sprout.
- Review, verify, and report monthly statistics of direct service staff activities on your team. Supervise direct service staff and manage and monitor his/her caseloads. Support team process to provide early intervention services using a coaching model.
- Support staff to ensure compliance with agency policy/procedures, third party reimbursement standards, and regulatory standards (e.g. HIPAA, IDEA, State and Federal Regulations, etc.), as well as client satisfaction through ongoing supervision, periodic review of enrolled children's files to monitor for compliance and ongoing training.

- Coordinate with referring agencies, physicians, public health nurses, private practice therapists, Office of Children's Services and hospital staff therapists; provide information about program services and the agency; consultation on referred or enrolled children as appropriate. Lead and/or participate in meetings to assist with problem-solving for enrolled children and for intra-agency communication.
- Coordinate with other management to plan, develop, provide and support in-service activities for staff.
- Provide input and assistance in establishing both agency indicators and individual goals.
- Support implementation of strategic plan outcomes, resource development activities, and community-wide task force participation.
- Provide direct early intervention services as required. Function as primary service provider for a number of children/families including intake, evaluation, IFSP development and implementation of services.
- Interact with families with concern and empathy, in a solution-oriented manner.
- Facilitate the process for transitioning children between agencies and programs, communicating with families as needed.
- Other duties as assigned.

**Knowledge, Skills & Abilities:**

- Master's degree in Infant Learning Program approved field such as early childhood education, nursing, occupational and physical therapies, speech-language pathology or mental health preferred; Bachelor degree in above fields required.
- Must have or be able to apply for and receive licensure in related field within one month of hire.
- Three years of experience in an early intervention or pediatric rehabilitation program as a direct service provider; experience providing home/community-based services preferred.
- At least two year of previous supervisory / management experience preferred.
- Must have or be willing to pursue Endorsement in Infant Mental Health from AK-AIMH.
- Experience with coaching model of early intervention preferred.
- Demonstrated knowledge and experience with family-centered model; commitment to person-centered, culturally competent service delivery.
- Excellent verbal and written communication skills including public speaking and grant writing.
- Demonstrated competency with laptop computers, electronic recordkeeping and Microsoft Office Suite.
- Must have valid drivers license and private, fully insured vehicle and good driving record. Must be able to pass criminal background check.
- Must have or obtain CPR certification within first month of employment.

**Core Competencies:**

- Ability to promote and adhere to Sprout's mission, vision and values.
- Ability to be creative and flexible to respond quickly and positively to shifting demands and opportunities, including working in a grant funded program.
- Ability to empathetically communicate understanding of the emotional factors that influence parents including those who have been involved with the OCS system.
- Consistently approach work in a positive, team-oriented and cooperative manner with colleagues. Self-starter who understands the need for detail in the midst of work being done within a much larger picture.
- Ability to address difficult and sensitive issues in a respectful, courteous and direct manner with clients, co-workers and community members.
- Ability to independently control own work flow and actively contribute support to team members.
- Ability and willingness to wear many hats in a small organization with limited staff.

**Reporting to this position:** Direct service staff

**Work environment:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, clearly speak, type and write in English. The employee is occasionally required to stand; walk; and reach with hands and arms to position clients. May be exposed to infection, virus, disease and specimens in working environment. The employee is occasionally required to climb or balance; and occasionally stoops, kneels, crouches, or crawls. The employee must often lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The usual noise and vibration level in the work environment is moderate, as would be expected in an office setting. However, in the process of conducting home visits, the employee may be exposed to many different home environments and rapidly changing traveling conditions.

**Schedule:** Sprout's hours of operation are Monday through Friday, 9:00 a.m. to 5:00 p.m. However, this position may require a flexible schedule and work different than the hours of operation to meet the needs of enrolled families. Work on some nights and weekends may be required. This position may require day and overnight travel to rural Alaska communities.

**NOTES:** Sprout believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned job responsibilities. Therefore, this position description is designed to outline the primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to adjust the work identified. It is Sprout's expectation that each employee will offer his/her services wherever and whenever necessary to ensure Sprout's success.

**HOW TO APPLY:** Qualified applicants should submit their completed application online and send their cover letter and resume to: [applysprout@gmail.com](mailto:applysprout@gmail.com). Please send the cover letter and resume to [applysprout@gmail.com](mailto:applysprout@gmail.com); no paper submissions, please. The first round of cover letters and resumes will be reviewed immediately; however, the position will remain open until the position is filled. Please email [applysprout@gmail.com](mailto:applysprout@gmail.com) with questions pertaining to this opportunity.