

# Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



## JOB OPPORTUNITY

<b>Job Title</b>	<b>Early Childhood Program Supervisor</b>
<b>Team</b>	Early Childhood
<b>Supervisor</b>	Early Childhood Director
<b>Positions Supervised</b>	Early Childhood Home Visitors
<b>Director</b>	Early Childhood Director
<b>Programs</b>	Help Me Grow Home Visiting
<b>Funding Sources</b>	Grant funded
<b>Civil Service and FLSA Status</b>	Classified, non-exempt
<b>Appointment Status</b>	Full-time
<b>Grade/Classification</b>	25
<b>Insurance Benefits</b>	Eligible for full-time benefits
<b>Leave Benefits</b>	Eligible for holiday, vacation, personal, sick
<b>Pay Range</b>	\$25.47 - \$38.57
<b>Regular Hours</b>	40 hours per week
<b>Date Posted</b>	09/12/2025
<b>Candidate Review</b>	Rolling basis beginning 09/19/2025

### JOB SUMMARY

The supervisor provides weekly and ongoing supervision to the Help Me grow Home Visiting staff. The supervisor protects the integrity of the program and demonstrates respect for the parallel process by supporting, guiding, and building on the strengths of staff so that they may best support, guide, and build on the strengths of the families served.

### EDUCATION & QUALIFICATIONS

- o Bachelor's degree in human services or fields related to working with children and families. Excellent clinical skills and home visiting/supervisory experience. Candidates with experience in supervision and/or experience in providing maternal/child health services in a community setting with diverse populations will be given additional consideration
- o Candidates will have knowledge of infant and child development and parent-child attachment, experience with family services that embrace the concepts of family-centered and strength-based service provision, knowledge of parent-infant health and dynamics of child abuse and neglect and experience in supporting culturally diverse communities/families

### ESSENTIAL FUNCTIONS

- Helps staff maintain perspective, evaluate their own performance, increase personal and professional development, learn and practice new strategies to effectively work with families, develop reflective capacity, and ultimately enhance the quality of services families receive. Additionally, supervision promotes both staff and site accountability and reduces staff burnout and turnover by providing support. Supervisors allocate time for each staff person to receive the frequency and duration of supervision required based upon the HFA Standards and monitor it closely
- Have a solid understanding of or experience in supervising diverse staff with humility, as well as providing support to staff in stressful work environments

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- Willingness to engage in building reflective practice (e.g., capacity for introspection, communicating awareness of self in relation to others, recognizing the value of supervision, etc.)
- The supervisor must be knowledgeable of and have maintained expertise in providing trauma-informed family support services as well as been trained in and have experience in completing screening and assessment of families
- Maintains professional boundaries with supervisees and educates home visitors about the importance of maintaining healthy boundaries with HMG families
- Assists in the selection of staff, participates in the orientation and training, conducts record reviews, assists in or maintains the data collection system, implements a quality assurance plan, and monitors the performance of Home Visitors to support their competency
- Manages data entry into required spreadsheets
- Uses data to improve home visitor performance and tracks billable hours to analyze productivity
- Functions as the team leader who may conduct team meetings and planning groups and provide daily support and crisis management
- Identifies and maintains collaborative relationships with partner agencies
- Serves on CCCHD Admin team
- Represent the health district at inter agency meetings and collaboration events
- Works with the Director on funding opportunities and community health programming

Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of interviewing, counseling, educational techniques, child development, OSHA regulations, community resources, and office procedures. Strong organizational skills, attention to detail, and the ability to take initiative are essential. Proficiency in developmental and family screenings, and accurate report writing is required. Must demonstrate the ability to work under pressure, perform in various environments including private homes, and in varying weather conditions. Ability to adhere to the program requirements of confidentiality. Ability to both work independently and as part of a team in a dependable manner, knowledge of community resources and skills to effectively work with coworkers and other service providers. Employees will have the skill to effectively deal with stress. Able to be culturally sensitivity and to support and motivate diverse families, resolve complaints, and effectively lead and motivate a team.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

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## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read in English.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

## **ORGANIZATION OVERVIEW**

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote working as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a cover letter, resume, and completed application to:

Shannon Hackathorne

Administrative Assistant to the Health Commissioner & HR Specialist

shackathorne@ccchd.com

Clark County Combined Health District

Administrative Offices at 529 East Home Road

Springfield, Ohio 45503

Applications will be accepted on a continuous basis until the position is filled.