

# Home Based Program Manager

CPC of Long Island - The Children's Community Head Start

Ronkonkoma, NY 11779

Other

Full-time

Onsite

\$50,000 - \$55,000 a year

Posted on February 12, 2026

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## Organization Statement

**Head Start's mission is to provide a comprehensive learning environment to children that is respectful of their cultures and to assist families in reaching self-sufficiency through the combined efforts of parents, community and staff.**

## Job Description

### Job Summary

We are seeking a warm, enthusiastic and detail-oriented Home-Based Program Manager to lead staff and provide daily supervision, monitoring, and implementation of the Home-Based Program option for the Children's Community Head Start Birth to Five program. Directly responsible for the Education, ERSEA and Health program components of the Home-Based option. To ensure that home visitors are providing in-home services, as well as planning socializations and workshops twice monthly to enhance parents' ability to fill the role of the primary educator of their child. Maintain on-going relationships with families and work with all other components (health, nutrition, education, mental health, special services, and parent education) to integrate services into the family setting. Responsible for Community Collaborations for the Home-Based program.

## Responsibilities

Family and Community Engagement

Recruitment for the B-5 program

Monitor Home Visitor's schedules and work with families

Assist in obtaining and tracking all required health paperwork

Planning and coordination of transportation for bi-monthly socializations

Utilize the Child Plus data system to track required screenings and assessments

## **Qualifications**

### **Requirements**

- Minimum of a BA in Early Childhood Development, Human Services, Social Work, or related field
- Prior experience working with children and families in the home setting
- Valid NYS Driver's License must have own reliable transportation to travel within the community.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

## **Application Instructions**

Submit Resume to Kerry Hosek - khosek@cpclongisland.org