

**Job Title:**

Early Head Start Operations & Quality Assurance Supervisor- Chicago

**Job Position:**

Early Head Start

**Organization:**

YWCA Metropolitan Chicago

**Email Address:**

jcurry@getedhired.com

**Website:** www.ywcachicago.org

**City/Area:**

Chicago

**State:**

IL

**Zip Code:**

60602

**Duties:**

Job Title: EHS Operations & Quality Assurance Supervisor

Supervised by: Early Head Start Director

Job Summary: The EHS Operations & Quality Assurance Supervisor assesses the ongoing operational needs of each partner site to ensure all Early Head Start guidelines, including financial and statistical reporting are met.

**Qualifications:**

- Bachelor's degree or equivalent in Early Childhood Education, Child Development, social welfare, public administration, or one of the social sciences
- Experience in human services program management including program planning, operations & evaluation and the use of MIS
- Excellent fiscal and data management skills
- Ability to pass a health examination and a criminal background check
- A demonstrated ability to work independently, while prioritizing and managing multiple assignments simultaneously as needed
- Ability to travel locally and to work nights and weekends as needed
- Thrives in an environment in which collaboration, partnership and empowerment are the key cultural elements

**Instructions:**

Apply online at <http://ywcachicago.hrmdirect.com/employment/careersphp?>

