

Job Title: Home Visitor	Reports To: Home Visiting Supervisor
Department: ERSEA/Home Visiting	Status: Full Year/Full-Time/Non-Exempt
Location: Central Office	Prepared Date: March 2022

### **Position Overview**

Ensures the implementation of the Early Head Start-Home Based model in accordance with Head Start Performance Standards by meeting the physical, social, intellectual, emotional and cultural needs of each enrolled family.

### **Essential Duties and Responsibilities** *may include but not limited to the following:*

- Home Visitors meet regularly with enrolled pregnant women and families of children birth to 3 years to conduct weekly 90-minute home visits or 2 hour visits with families who have more than one child enrolled.
- During visits, Home Visitors discuss family strengths, strategies to achieve family goals, identify family needs, and help to identify and access agency and community resources
- Carry out “curriculum for child development” in the context of the home and during group socialization experiences
- All staff may be asked to substitute in a classroom to meet staffing requirements and avoid class cancellation.
- Plan and implement socialization experiences and Family Engagement Events
- Assists families in identifying goals and family strengths and in accessing needed support services and community resources
- May be required to work 1-2 evenings per month
- Conduct screening and ongoing assessment of young children’s development using tool approved by the agency (ex. Teaching Strategies Gold-TSG)
- Conduct postnatal assessment for enrolled pregnant women
- Complete documentation of home visits, socialization experiences, and other relevant activities.
- Promote parental involvement in curriculum planning, program governance, and the overall Home Visiting program
- Monitor and educate parents with respect to children’s health status, including medical follow-up, physical health, dental health, mental health, and nutritional intake.
- Promote development of the attachment between parent and child
- Act as a liaison and advocate between community resources and Home Visiting families

### **Supervisory Responsibilities**

No supervisory responsibilities

### **Required Education and Experience**

- Associate Degree with stated major in Early Childhood Education/Child Development or a related field with a minimum of a home-based CDA credential (or willingness to obtain credential).
- Bachelor’s Degree with stated major in Early Childhood Education/Child Development or a related field with a minimum of a home-based CDA credential (or willingness to obtain credential).
- Previous experience with home visiting and social work field is preferred. Bi-lingual is helpful but not required. Must be CPR/First Aide certified.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Coaching
- Customer Oriented
- Emotional Control
- Personal Accountability
- Self-Management

### **Physical Requirement**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing is required; it would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

*NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the agency. Employees in this position must be able to perform the essential job functions of this position, with or without reasonable accommodation. If you require a reasonable accommodation to perform these job functions, please contact the Human Resources Department.*