

Job Title: HS - Early Head Start Home Visitor

Reports to: HS - Supervisor

Job Status: Salaried / Non-Exempt

Job Summary: Under the direction of the Supervisor, the Early Head Start Home Visitor is responsible for the overall implementation of an integrated, family focused, home based program serving pregnant women and families with children age 0-3.

Primary Responsibilities

Family Development

- Works with the family unit for at least 90 minutes each week in their home to provide health services, educational services, and social services.
- In partnership with a family member, assesses the strengths and needs of each child and family. Develops and implements an individualized Family Partnership Plan, sensitive to the cultural and socioeconomic background of the family, which encourages and promotes the family's achievement of self-sufficiency.
- Maintains and updates Family Partnership Plans with each family throughout the year.
- Acts as an advocate for the families in linking them to needed community services and resources.
- Plans and conducts parent education/meetings based on the needs and interests of the parents.
- Participates in case management conferences for their Early Head Start children and families.
- Arranges for transportation to appointments for families as needed.
- Other duties as assigned.

Child Health and Development

- Reinforces the role of the parent as primary caregiver and educator of their child.
- Screens each child for possible developmental delays and completes ongoing assessment on each child according to agency's guidelines.
- Educates parents in basic child development concepts and works with parents to develop weekly home visit and activity plans based on each child's assessment and identified needs.
- Shares information with parents on a regular basis regarding the growth and development of their child.
- Creates a warm, accepting and developmentally appropriate environment which encourages the cognitive physical, emotional and social development of the infant / toddler and family.
- With parent input, conducts a weekly socialization experience for all families.
- Incorporates health, safety, mental health and nutrition education into the weekly home visit, assuring that required prenatal and well-baby / well child exams are completed and any needed follow up obtained.
- Other duties as assigned.

Community Development

- Is responsible for recruitment and enrollment of families according to Head Start Policies.
- Maintains awareness of and contact with community members and relevant community agencies.
- Supports parent involvement in community groups/ activities.
- Other duties as assigned.

Teamwork / Communication/Professional Standards

- Communicates appropriate information to and seeks assistance from parents, managers and other Head Start staff.
- Works closely with all staff to promote and maintain a high level of parent participation in Head Start activities insuring that the parents are aware of and understand the full range of options available to them in becoming actively involved in Head Start.
- Accepts responsibility for assisting in planning and achieving team goals.
- Completes required records and documentation in a timely manner.
- Identifies own training needs and seeks opportunities for individual growth.
- Attends in-service and training as required.
- Other duties as assigned.

Supervisory Responsibilities

Does not directly supervise other staff but does supervise parents and community volunteers. Works in a collaborative way to ensure the completion of the program's goals.

Qualifications

Education /Experience:

- 12 college units in Early Childhood Education, psychology or related field covering the development of children 0-5.
- An A.A. or B.A. in Child Development, Early Childhood Education, Social Work, Health Care, Adult Development or related field; units in infant-toddler desired.
- Knowledge of infant toddler development, family interaction and community resources desired.
- Minimum two (2) years of experience working with families.

Skills and knowledge:

- Must be mature, self-directed and able to work effectively with families and groups of very young children from diverse backgrounds.
- Communicate effectively verbally and in writing with other adults.
- Ability to work in a team environment.
- Bilingual English/Spanish preferred, may be required for some positions.
- Basic computer skills required.
- Strong English skills both oral and written form required.
- Knowledge of Head Start Performance Standards preferred.
- Knowledge of how to access community resources preferred.
- Demonstrated ability to create and maintain healthy boundaries with clients.
- Time management skills.
- Problem solving and conflict resolution skills.

Additional requirements:

- A valid California driver's license
- Evidence of reliable insured transportation
- Driving record must be accepted by the CAM insurance carrier for continued employment
- Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing or provide fingerprints and a Child Abuse Index Check resulting in a Criminal Record Clearance from the Department of Justice prior to being with children.
- Current infant toddler CPR and pediatric first aid, are required with-in one year of hire.
- Successfully complete a health screening and provide proof of absence of TB no later than 7 days following date of hire.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.

Physical Requirements

- Physical agility to lift and carry objects up to 25 pounds and children up to 40 pound for safety reasons.
- Physical agility to bend, stoop, walk, reach overhead, push, pull, squat, twist, kneel, and turn.
- Fine Motor physical ability including simple and power grasp, pull, twist, and grip