

Economic Security Corporation Job Description

Job Title: Home Visitor
Division: Early Head Start
Reports To: EHS Home Based Education Supervisor
FLSA: Non-exempt
Revision Date: December 22, 2016
Job Classification: Grade 5

SUMMARY

The Home Visitor is a professional position providing intensive support services to participating families and is the primary contact for families. The Home Visitor works to empower families in the areas of parenting, child development, health, nutrition, self-sufficiency, and family relationships. They also teach problem-solving skills, and assist families in assessing community resources and existing service systems. They assist with recruiting and ensure that all necessary services are provided to program families.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Delivers services to families during weekly or bi-weekly home visits according to Head Start Performance Standards.
2. Develops and maintains current Family Partnership Agreements for all families on their caseload, establishing goals, reporting outcomes, brokering and referring for services and monitoring progress.
3. Teaches adults problem solving, goal planning, parenting skills, and how to use developmental knowledge to enhance the growth and development of each family member.
4. Promotes parents in their primary role as their child's first and most important teacher.
5. Performs a variety of assessments on all children enrolled in Early Head Start according to Head Start Performance Standards, and develops and implements weekly lesson plans that support each child's development.
6. Provides developmental and health screenings.
7. Teaches adults how to broker and utilize support services within the community to improve family functioning through role modeling and support experiences and meet their goals regarding child care, family planning, vocational counseling, emergency assistance, etc.
8. Assists in moving families toward self-sufficiency through use of motivational and problem solving techniques, brokering specific educational and employment opportunities.
9. Develops rapport and trust with parents(s) and primary family, and supports their involvement.

10. Works in partnerships with 8-15 families, assuring that they receive the comprehensive, integrated services they need to achieve program outcomes (for example, families obtain and maintain medical and dental homes).
11. Plans and implements parent meetings and socializations.
12. Adapts curriculum to meet specific needs of each family.
13. Arranges and provides transportation to Early Head Start activities and community resources.
14. Mandated reporters of suspected child abuse and neglect.
15. Prepares and assists families whose child will transition to a preschool program at age 3 years.
16. Maintains a waiting list of eligible applicants by locating and recruiting low-income families and families with children with disabilities for the Early Head Start Program through door-to-door, in-agency referral, out-agency referral, walk-ins, word of mouth, and any other appropriate means.
17. Helps families apply for Early Head Start by completing an application with the family.
18. Accomplishes enrollment by reviewing and verifying the information on immunization and health records and completes paperwork necessary to enroll children into the Early Head Start Program.
19. Communicates changes in a family's status to the Central Office.
20. Establishes contact with other community agencies to make them aware of agency programs and learn what they may provide to families.
21. Acts as Early Head Start public relations person by speaking and belonging to civic groups and community organizations and serves as a contact person answering questions and providing information about the Early Head Start program.
22. Keeps abreast of current developments by attending training conferences and other meetings, and by keeping up with local events.
23. Develops professional relationships with community agencies to ensure services for children with disabilities.
24. Makes referrals when necessary to other agencies.
25. Conducts monthly child observations and works in collaboration with Early Head Start childcare partners to provide quality services to children in child care options.
26. Completes all management information system forms on all assigned families according to Head Start Performance Standards.
27. Enters data into the management information system to ensure all information on families is up-to-date.
28. Completes paperwork on time as required by program guidelines, such as lesson plans, contact notes, effort and progress reports, personal weekly schedules, and mileage sheets.
29. Prepares and presents oral and written reports for staffing and case conferences.
30. Documents all interventions with families and notifies supervisor immediately of any unusual or at-risk situations.
31. Assists in generating required federal match (in-kind).

32. Maintains up-to-date staff development file.
33. Serves as a liaison between Early Head Start, health care professionals, and families.
34. Communicates effectively with staff to ensure effective component coordination.
35. Participates in staff meetings and retreats.

SUPERVISORY RESPONSIBILITIES

Provides limited supervision to Family Support Assistant through motivation, direction, review & feedback of assigned tasks when designated by the Area Supervisor.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Minimum of a home-based CDA credential or comparable credential, or equivalent coursework as part of an Associate's or Bachelors' degree.

LANGUAGE SKILLS

Ability to read to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

Intermediate personal computer skills, including electronic mail, record-keeping, routine database activity, word processing, graphics, etc.

PLANNING/ORGANIZATION

Must be able to prioritize, organize, and delegate assignments.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid driver’s license, reliable transportation, and meet Missouri automobile liability minimum requirements

PHYSICAL DEMANDS 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, use hands to finger, handle or feel, reach with hands and arms, and stoop, kneel, crouch or crawl. The employee is occasionally required to use stand, walk, climb or balance and taste or smell. The employee must frequently lift and/or move up to 25 pounds. The working conditions are normally well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation. The employee performs moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature. Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of these an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to weather conditions. The employee occasionally is exposed to fumes or airborne particles and outdoor weather conditions. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name