



Position Description

Title:	EHS HOME VISITOR
Reports To:	EARLY HEAD START SUPERVISOR
Division:	CHILDREN'S SERVICES
Program:	EARLY HEAD START
Status:	NON-EXEMPT, HOURLY
Hours Per Week:	40

SUMMARY OF POSITION

The Head Start Home Visitor will provide early, continuous, intensive and comprehensive child development and family support services to eligible pregnant women, infants, toddlers and their families through a series of weekly home visits and scheduled socialization activities. The Early Head Start Home Visitor will design, plan and carry out developmentally appropriate experiences that meet all component areas of Head Start, the school readiness goals established by the program and the individual needs of the child. Each Home Visitor will maintain a maximum caseload of 10-12.

ESSENTIAL JOB RESPONSIBILITIES

- Establish a trusting and caring relationship with each child and his/her family.
- Serve as an advocate between community resources and Head Start families.
- Provide relevant information and/or educational information for families and make appropriate referrals as necessary or requested. Follow-up on all referrals must be done within 30 days of the date the referral was made.
- Provide home visits and socialization experiences to promote, enhance and monitor the development of each enrolled child.
- Partner with the family to develop a Family Partnership Agreement and set self-sufficiency goals for the child and family.
- Assist families in identifying family resources and needs. Provide community resource guides, information or educational materials and referrals to help meet these needs.
- Report any suspected cases of suspected child abuse or neglect, as required by law, in accordance with agency policies and procedures. Maintain proper and accurate documentation.
- Complete all required screenings on each child enrolled in the Early Head Start program.
- Encourage parents to take leadership in personal and family education. Support family empowerment, involvement in program, and positive family relationships.

- Assist the parent and/or caregiver in planning or implementing developmentally appropriate activities that enhance the physical, social, emotional, language and literacy, motor, and intellectual development of the infant or toddler. Continually adapt activities to keep pace with the development of the child.
- Work with First Steps service providers to assure all goals of the IFSP are met and outcomes maintained. Participate as a member of the multi-disciplinary team as appropriate.
- Encourage families to follow EPDST guidelines for health and dental care. Assist with service provision and follow-up as needed.
- Provide prenatal care coordination for pregnant women enrolled in the Early Head Start program.
- Promote family well-being between the child and parent or other caregivers.
- Partner with parents and families as they become lifelong educators by observing, guiding, promoting and participating in the everyday learning of their children at home, school and in their communities.
- Assist parents and families as they advance their own learning interest through education, training and other experiences that support their parenting, careers and life goals.
- Partner with parents and families as they support and advocate for their child's learning and development as they transition to new learning environments, including EHS to HS, EHS/HS to other early learning environments, and HS to Kindergarten.
- Assist parents and families as they form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.
- Partner with parents to become advocates and leaders by participating in leadership development, decision-making, program policy development, or community and state organizing activities to improve children's development and learning experiences.
- Model appropriate discipline techniques and positive self-esteem building behaviors when working with the family.
- Include parents in planning and evaluating home visit and socialization activities.
- Complete all required paperwork accurately, thoroughly and in a timely manner.
- Participate in pre-service, in-service and other training opportunities as appropriate to the position.
- Meet monthly with the Early Head Start supervisor to share information, problems and concerns as well as discussing professional development opportunities and implementation.
- Create and adhere to career and position goals
- Assist with the recruitment of eligible children for the Head Start and Early Head Start program.
- Maintain confidentiality at all times.
- Contribute to the agency's full compliance with the Head Start Performance Standards and all written component plans. Help implement all objectives and policies.
- Assist with gathering and accurately documenting in-kind.
- Perform additional duties as deemed necessary by the Director of Children's Services.

MINIMUM REQUIREMENTS

- An Associate's Degree in Early Childhood Education (Pre K) or Child Development Associate credential (CDA) in infant and toddler or home visiting setting is preferred.
- Must have high school diploma or GED. A Child Development Associate credential (CDA) in infant and toddler or home visiting setting is required within one year of hire date as a home visitor.
- Must have knowledge and experience in child development, principles of child health, safety and nutrition, adult learning principles and family dynamics.
- Must have a valid Indiana Driver's License and proof of insurance. Must have a reliable personal vehicle available for use in business related travel.
- Must submit to a criminal history background check.
- Must obtain a physical within 30 days of hire and update every two years.

KNOWLEDGE, SKILLS AND ABILITIES

- Frequent significant decision and problem solving abilities.
- Strong written and verbal communication skills.
- Intermediate to advanced computer skills, internet and e-mail.
- Good organizational skills with sensitivity to detail.
- Must be flexible and non-resistant to change.
- Ability to work as a team member collaborating with staff, parents and community resources.
- Ability to set and maintain professional boundaries with families.
- Ability to apply Early Childhood Development theory in activities, and adapt to the individual needs of children.
- Ability to respond appropriately to an emergency or a crisis situation.
- Must be able to understand, interpret and implement policies and procedures.
- Daily kneeling, stooping, bending and sitting on the floor to attend to children's needs.
- Occasional lifting up to 50 lbs.
- Must be available for overnight travel, evening and weekend work as required.
- Must be supportive of the missions of Hoosier Uplands Economic Development Corporation and the Children's Services Division.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by staff within this position. This job description is not intended to be an

exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Interested applicants should forward a resume and cover letter to:

**Hoosier Uplands EDC
Attn: Debbie Beeler, Director of Children's Services
500 West Main Street
Mitchell, IN 47446**

-or-

dsbeeler@hoosieruplands.org