



Position Description

Title:	HOME VISITOR
Reports To:	EARLY EDUCATION SUPERVISOR
Division:	CHILDREN'S SERVICES
Program:	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 preschool-age (3-5 year old) children and their families through a series of weekly home visits and scheduled socialization activities. The 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 an average caseload of 10-12 families.

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 educational information for families and make appropriate referrals as necessary or requested.
- Monitor the development of each child assigned to his/her caseload through a series of home visits and socialization experiences.
- Work with the family to develop a Family Partnership Agreement for the child and his/her family at the initial home visit. Assist families in setting goals to reach self-sufficiency.
- Assist families in identifying family resources and needs. Provide a community resource guide to each enrolled family.
- Report any suspected cases of child abuse or neglect, as required by law, in accordance with agency policies and procedures.
- Maintain and periodically update Family Partnership Agreements with adequate provisions for confidentiality. Follow-up on all referrals must be done within 30 days of the date the referral was made.
- Respond to concerns of the family and provide information/educational materials and referrals to assist the family in meeting their needs.

- Complete an appropriate screening on each child enrolled in the Head Start program within the first 45 days of entry.
- Assist the parent and/or caregiver in planning or implementing activities which focus on the cognitive, social-emotional, gross motor, fine motor and expressive language skills that are developmentally appropriate for the child. Continually adapt activities to keep pace with the development of the child.
- Work with LEA service providers to assure all goals of the IEP are met and outcomes maintained. Participate as a member of the multi-disciplinary team as appropriate.
- Monitor the schedule established for well child visits and the immunization status of the enrolled child and make referrals as necessary.
- Encourage parents and families to develop warm relationships that nurture their child's learning and development.
- Encourage parents and families to become lifelong educators by observing, guiding, promoting and participating in the everyday learning of their children at home, school and in their communities.
- Work with parents and families as they advance their own learning interest through education, training and other experiences that support their parenting, careers and life goals.
- Encourage parents and families to 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 through Elementary School.
- Model appropriate discipline techniques and positive self-esteem building behaviors when working with the family.
- Adhere to the guidelines outlined in the Classroom Assessment Scoring System (CLASS) to insure high quality teacher-child interactions.
- Include parents in planning and evaluating the activities for monthly group socializations.
- Accurately complete all paperwork as appropriate to the position.
- Participate in pre-service, in-service and other training opportunities as appropriate to the position.
- Meet monthly with the early education supervisor to share information, problems and concerns as well as discussing professional development opportunities and implementation.
- Participate in reflective self-evaluation each month.
- 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 preschool or home visiting setting is preferred.
- Must have high school diploma or GED. A Child Development Associate credential (CDA) in preschool or home visiting setting is required within one year of hire date as a home visitor.
- Pre-school (ages 3-5) teaching experience is desired. Experience should include the ability to adapt curriculum to meet the needs of all children including at risk, special needs, gifted, and culturally diverse populations.
- 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, references, and cover letter to:

**Hoosier Uplands EDC
Attn: Samantha Bowles, Early Education Supervisor
414 W. Longest Street
Paoli, IN 47454**

-or-

sbowles@hoosieruplands.org