



JOB DESCRIPTION

| POSITION TITLE | DEPARTMENT | REPORTS TO |
|---|--|--------------------|
| Home Visitor | Education | Center Coordinator |
| EMPLOYMENT STATUS | FLSA STATUS | EFFECTIVE DATE |
| <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time | <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt | 6/1/2021 |

POSITION SUMMARY

Position serves to support families towards the fulfillment of their child’s cognitive, language, literacy, social/emotional and physical growth and development. Promote and maintain a high level of parent involvement and deliver family support services to promote greater self-sufficiency for at-risk children. Position responsibilities include making weekly home visits to implement curriculum-specific activities, providing group socialization experiences to parents and children, advocacy and crisis intervention, maintaining on-going contact with families, and working with all components (health, nutrition, family services, education, disabilities, and mental health) to integrate services into the family setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Demonstrate commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Establish and maintain professional, trusting relationships with families and children.
- Conduct home visits with families to deliver health, educational, nutritional and child development/growth information to parents via weekly visits lasting at least 90 minutes.
- Develop each child’s goals and comprehensive individualized plans designed to promote learning.
- Ensure families are completing prenatal visits, well-child exams, immunizations, health screenings, and nutrition assessments for their children to meet program guidelines, and following up on any concerns.
- Observe, document, and analyze child assessment data. At prescribed checkpoints, complete report to share with parents. Support families to meet their identified goals.
- Assist families in locating resources and scheduling appointments with the appropriate community resources. Provide families with timely information and referrals as needed.
- Provide support for parents in deriving child activities that encourage developmentally appropriate activities for the changing interests/needs of the child, designed to enhance cognitive, social/emotional, language, literacy, and physical abilities; encourage parental involvement in all classroom activities and events and in program trainings.
- Work in collaboration with lead education agencies and parents to refer children with suspected disabilities and in coordinating and implementing services for children with identified disabilities.
- Provide parents with guidance on home safety, nutrition, positive discipline, constructive play activities and other related topics.
- Maintain confidential, accurate written and electronic records/database for each child. Submit accurate, timely documentation as required.
- Monitor and supervise children at all times to ensure safety and appropriateness of activities.

- Adhere to credentialing requirements by attending regular and special training events, degree/certificate programs or completing comparable studies by arrangement with the program administration and in accordance with a professional development plan.
- Perform other duties as assigned

MINIMUM QUALIFICATION (KNOWLEDGE, SKILLS, AND ABILITIES)

- Associates’ or Bachelor’s degree in Early Childhood Education OR Associate’s or Bachelor’s degree with six college courses in child development or early childhood education, focusing on children ages birth to five.
- Early Head Start must have current Infant/Toddler Child Development Associate (CDA) credential; additional college coursework or training specific to Early Childhood Education strongly preferred.
- Two years’ experience working directly with young infants, toddlers and/or children preferred.
- Two years’ supervisory experience.
- Current Driver’s license, insurance, and access to a reliable automobile during work hours
- Oral and written fluency in English with a preferred fluency also in Spanish, Russian or another language that meets community/department's needs.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Mid-Columbia Children’s Council is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations as applicable. Mid-Columbia Children’s Council is an equal opportunity Provider

Reviewed with Employee By:

Name (print): _____ Signature: _____

Title: _____ Date: _____

Received By:

Employee Name (print): _____ Date: _____

Employee Signature: _____