

South Central Community Action Program, Inc.
Position Description

Position Title: Home Visitor

Department: Early Head Start

Reports To: Disability Site Coordinator

Position Status: Program Year/Full-Time

Purpose of Position

Under supervision of the Disability Site Coordinator, the Home Visitor plans and implements a weekly and ongoing developmentally appropriate plan for infants, toddlers, and their families, while meeting or exceeding federal Head Start Performance Standards, State Childcare Licensing Regulations and local grant goals/objectives. The Home Visitor takes a lead role in helping parents to: understand the development and temperaments of their infant/toddler, grow their parenting skills, ensuring their child's safety and becoming more involved in their child's education. The Home Visitor fosters the view and practice with parents that they are their child's first and most important teacher and reinforces this concept with practical suggestions. The Home Visitor will treat all individuals with dignity and respect, make necessary referrals for clients, and exemplify the South Central Community Action Program, Inc. (SCCAP) commitment to empowering people to reach their potential.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Regularly observes and assesses enrolled infants, toddlers, and families in relation to developmentally and culturally appropriate norms and standards. Communicates observations and their indication of strengths and possible concerns to families, supervisors and other appropriate staff.
- Will not leave children unattended or unsupervised, in accordance with SCCAP policies and procedures, while children are in the care of SCCAP employees. Failure to comply with this would be considered child neglect and endangerment.
- Ensures that the reporting of any and all suspected cases of child abuse and neglect; as required by law, is done in the accordance with SCCAP policies and procedures.
- Encourages and assists expectant women to make appropriate preparations for the development and birth of their infants. Assists parent with obtaining postpartum care: screening for postpartum depression.
- Plans activities and encourage positive parent-child interactions.
- Conducts and documents initial screening and ongoing child development assessments, using standardized tools selected by South Central Community Action Program, Inc. Head Start program.
- Assists parents in using existing resources in their home and neighborhoods to create a safe, stimulating, and educationally challenging environment for their infants and toddlers.
- Provides, models, and teaches positive child guidance, nurturing skills, and appropriate limits and effectively responding to challenging behaviors of infants and toddlers to their families.

- Provides child first aid and appropriately responds to emergencies/crises. Promotes practices that ensure safe situations, curbs the spread of infectious diseases, and promotes oral and physical health.
- Provides a rich selection of instructional opportunities at socialization groups. Co-plans with parents', individuals, small group indoor and outdoor experiences, and fieldtrips that promote language, social emotional and physical development leading to skills in literacy, mathematics, nutrition, health, mental health, science, multi-cultural experiences, creative arts, and positive approaches to learning.
- Plans, organizes, implements, and evaluates, group socialization experiences twice a month (for a minimum of ninety - (90) - minutes each) for all Home Visiting Families and other family group activities.
- Assures the socialization space is safe, sanitary, and in compliance with all State Childcare Licensing Regulations and Early Head Start Performance Standards.
- Assures weekly health, mental health, safety, multi-cultural experiences, literacy, and nutrition activities are provided to the families.
- Creates learning environments, on home visits and in socializations, which will assist parents in facilitating their child's social, emotional, intellectual, and physical development.
- Develops individual and transition plans for infants and toddlers.
- Conducts weekly ninety- (90) - minute home visits of assigned caseload to infants and toddlers and their families and make-up visits as needed.
- Collaborates with families to establish family development goals, and documents this collaborative process in family partnership agreements.
- Plans and develops with parents an individualized program using weekly educational activity plans based on their child's assessment and incorporating identified family's strengths and needs.
- Monitors and educates parents with respect to infants and toddlers health status, including medical follow-up, physical health, dental health, mental health, and nutritional intake.
- Provides management, crisis intervention, and resource referral services to families.
- Observes and assess infants and toddlers to determine the need for referrals. Is aware of and adapts activities for infants and toddlers with special needs.
- Attends case conferences; acts as support or resource for parents. Provide parents with knowledge regarding child development and the approach used by Head Start.
- Audits all Home Visit Family files, claims, paperwork from Education and Disabilities Component; to ensure complete compliance with all Head Start Performance Standards, State Childcare Licensing Regulations, Federal, State, and Agency regulations and guidelines.
- Adapts curriculum to address and meet individual goals of children as identified in their Individualized Education Plan (IEP) and Individual Family Service Plans (IFSP).
- Plans, implements, and coordinates (with the Disability Site Coordinator) the Education and Disabilities Components of Head Start to maintain or exceed Head Start Performance Standards, federal and state laws, and local grant goals and objectives.

- Conducts and documents anecdotes, observations, and assessments of infants and toddlers.
- Carries out positive discipline practices in accordance with South Central Community Action, Inc. policies and procedures.
- Maintains all written documentation required as dictated by SCCAP policy, State Childcare Licensing Regulations, Child and Adult Care Food Program (CACFP), and Early Head Start Performance Standards.
- Follows all regulations and requirements as dictated by SCCAP policy, State Childcare Licensing Regulations, CACFP, Head Start Performance Standards and Paths to Quality.
- Participates in and supports at least four events annually hosted or sponsored by SCCAP; including parent events, parent committee, open houses, and community fairs.
- Follows all regulations and requirements as dictated by SCCAP policy, State Childcare Licensing Requirements, and Head Start Performance Standards.
- Interacts and provides feedback to all component supervisors.
- Attends various training sessions, meetings, parent activities, seminars, and workshops.
- Actively participates in securing in-kind contributions from families, professionals, and community members.
- Engages parents in volunteering, community service, and other ways of contributing to program activities and services.
- Provides opportunities for infants, toddlers, and families to participate in family literacy services.
- Makes decisions and act based on family support principals, theories, practices, and code of ethics.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

- Bachelor's degree in Early Childhood Education (Pre-K) or Child Development Associate (CDA) credential for Infant and Toddler Caregivers; or equivalent credential that addresses comparable competencies within one year of hire; or equivalent combination of education, training, and experience which provides the necessary knowledge, skills and abilities.
- Skilled in the use of computers for email, creation, and manipulation of databases, and Microsoft Office

Special Requirements

- Must be able to obtain CPR and First Aid Certification within 60 days of hiring. (SCCAP will provide the training).
- Ability to travel locally, regionally, and nationally to attend to daily work demands, meetings, workshops, and conferences.

Minimum Physical and Mental Abilities required to Perform Essential Job Functions

Physical Requirements

- Ability to exert physical effort in light to moderate work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance; tasks require visual perception and discrimination.

- Must be able to lift, push, and carry at least 50 pounds.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; ability to measure data and use/utilizes descriptive statistics and statistical theory.

Language Ability and Interpersonal Communication

- Ability to comprehend and correctly use a variety of informational documents including family action plans, parent contact reports, home visit reports, teacher notes, time sheets, lesson plans, developmental screenings, purchase requisitions, inventory lists, Quarterly In-kind Reports field trip requests, billing invoices, budget reports, mileage reports, and other reports and records.,
- Ability to comprehend a variety of reference books and manuals including Head Start Performance Standards, Regulations, , parent contact reports, home visit reports, teacher notes, time sheets, lesson developmental screening books, curriculum guides, training guides, personnel policies, staff handbook, CPR/first aid manual, etc.
- Ability to prepare lesson plans, activity sheets, quarterly reports, family needs assessments, field trip request forms, monthly information report, family contact reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate positively and effectively with staff, government officials, parents, children, supervisor, Board of Directors, and the general public verbally and in writing; while conforming to all rules of punctuation, grammar, diction and style.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language, and values of each individual, family, and community.
- Ability to use and interpret Early Head Start and early childhood terminology and language.
- Ability to maintain the integrity of confidential employment, client, and business information.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use independent judgment and principles of rational systems in the performance of tasks.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain personal composure, tactfully handle difficult situations, and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with clients and staff.
- Ability to maintain complete, organized, and accurate files for all assigned tasks and program areas, ensuring that the files are in compliance with all Federal, State, and Agency guidelines and requirements.
- Ability to counsel, supervise, and mediate and to persuade, convince, and influence others.
- Ability to advise and interpret the application of policies, procedures, and standards to specific situations. The ability to explain, demonstrate and clarify to others, the understanding of the well-established policies, procedures and standards.

Environmental Adaptability

- Ability to work effectively in an office/school environment and at client in-home settings being exposed to a variety of potential hazards including, dust, unsanitary conditions, odors, disease, etc.
- Essential functions are regularly performed without exposure to adverse environmental conditions.
- Ability to protect self and others when dealing with aggravated, irate, upset, unstable, violent, and intoxicated persons/clients.

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Executive Director, their Department Head, and/or their immediate Supervisor. All requirements are subject to change over time and to possible modifications in order to be reasonably accommodating to individuals with a disability.

The employee has read the above job description and understands the duties and requirements expected of them. The employee will ask for clarification of those areas that they did not clearly understand. The employee also understands that if he/she continues to have questions or new questions arise, they are immediately to discuss these questions with their supervisor.

Employee’s Name: _____

Employee’s Signature

Date

Human Resources Manager’s Signature

Date