

Oregon Child Development Coalition

JOB DESCRIPTION

Position Title: Home Visitor (EHS) **DRAFT**

Wage/Hour/Status: Non-Exempt Exempt

Pay Grade: **8**

Reports to: Program Manager

Employee's signature of acknowledgment and understanding of this document:

Name

Date

POSITION SUMMARY:

Provides program services responsive to the needs of the children, families and pregnant women that include quality early childhood development and care, health, social services, literacy, and parent education within an OCDC Early Head Start environment in compliance with Head Start Performance Standards and state regulations in collaboration with other community professionals.

ESSENTIAL FUNCTIONS:

Regular and consistent attendance is an essential function of this position.

- 1. Provide direct early childhood developmental education, health, nutrition, and social services to children and families by:**
 - a. Conducting enrollment procedures, identifying and addressing immediate needs.
 - b. Planning and conducting home visits that discuss child and family progress, provide parents with prenatal and child development education and promote parents as primary teachers through facilitating parent-child activities.
 - c. Assessing individual family strengths and needs to assist families in setting and achieving goals for child and family development.
 - d. Partnering with parents to ensure that health and developmental screenings, assessments and evaluation are conducted and follow-up has occurred in a timely manner.
 - e. Developing and implementing comprehensive, individualized educational plans for each child in collaboration with parents and teachers,

- f. Facilitating parent socialization groups that meet the individual needs of children and families according to their interests, abilities, and development.
 - g. Providing medication to sick children as needed during center based program.
- 2. Connect families to needed resources in the community by:**
- a. Orienting and providing information regarding social services and community resources.
 - b. Referring families to community agencies to obtain emergency assistance, adult education, job training, health, mental health, and dental services; including ensuring the establishment of medical and dental homes.
 - c. Following up with families to assure satisfaction with services provided by community agencies.
- 3. Implementing the program's work plan through collaboration with program staff to deliver integrated comprehensive services by:**
- a. Participating in program's recruitment activities.
 - b. Coordinating and facilitating case management meetings.
 - c. Coordinating with teaching staff to support parent involvement and child attendance by following up with families regarding absenteeism.
 - d. Participating in planning and implementing transition activities that support families.
- 4. Develops a well managed, child/parent oriented learning environment that is safe, healthy, interesting, attractive, and responsive to the social/emotional, physical, cognitive, and language development of each child served by:**
- a. Implementing and complying with the program work plan in all service areas for assigned group of children.
 - b. Meeting with appropriate staff, parents, and professionals to share curriculum, progress, and individual needs of children. Develops home visiting and bi-monthly socialization plans and individual activity plans that are developmentally appropriate and carried out according to Head Start Performance Standards and program philosophy, policies, and procedures.
 - c. Participating in open house and other transition activities to ensure seamless transition from home visiting to classroom to home visiting services.
 - d. Implementing and complying with Head Start Performance Standards, OCDC policies, Child Care Division (CCD) licensing requirements, Occupational Safety and Health Administration (OSHA), and USDA procedures for safety, health, nutrition, emergency, and sanitation including the supervision of children at all times.
 - e. Completing classroom health observations, promoting sound health, oral health, and nutritional practices.
- 5. Contributes to team effort by:**
- a. Demonstrating and fostering an understanding of Head Start, its mission, goals, objectives, and program services.

- b. Maintaining positive team relations with other staff by working to resolve issues and problems among co-workers cooperatively and respectfully.
- c. Attending staff, parent, and other meetings as required.
- d. Participating in weekly team meetings with classroom staff.
- e. Participating in regular reflective supervision with Supervisor.
- f. Continually evaluating own performance to identify needs for professional growth and taking advantage of training or educational experience that will increase competence.

6. Assist in the planning, implementation and evaluation of parent involvement requirements by:

- a. Participating in the planning and delivery of parent events, including supporting parent education and male involvement.
- b. Encouraging and recruiting parents to participate in committees and program and community activities. Working with families to problem solve around barriers to participation.
- c. Assisting with limited translation and interpretation for communicating related to OCDC services.

7. Maintain a current and accurate record keeping system by:

- a. Efficiently compiling, documenting, and sorting data related to program services and individual child development and family case management.
- b. Entering data and running reports utilizing electronic tracking system.
- c. Completing monthly reports for supervisor.

8. Advocate for Head Start children and families by:

- a. Fostering an understanding in the community of the program's mission, goal, objectives and services.
- b. Participating and encouraging parents to participate in local community advocacy and support networks that provide services to children and families.
- c. Encourage and empower parents to influence the systems of care for education, health and social services.

9. Protect family confidentiality and Agency operations by:

- a. Adhering to OCDC Confidentiality Policy which includes observing strict confidentiality regarding children, families, and staff and ensuring parents and staff are aware of this policy.
- b. Reporting any discrepancies relating to family files or other information to Supervisor.

10. Maintain technical and professional knowledge by:

- a. Attending trainings and educational workshops, networking, and reading professional publications.
- b. Participating in training and other activities as part of the statewide OCDC team.

11. Continually apply safety practices in all facets of the performance of duties by:

- a. Complying with agency safety standards.
- b. Supporting participation of a safe environment.
- c. Immediately reporting any unsafe or hazardous working conditions and/or any injury.
- d. Participating in emergency drills and assisting in the evacuation of children.

12. Performing other work related duties as assigned.

EDUCATION AND JOB REQUIREMENTS:

Required: AA/AS degree with two years of experience in early childhood education or a social services agency providing direct services to low income children 0-3 and families.

Preferred Major: Early Childhood Education, Psychology, Social Work or Counseling

Acceptable Major: Child and/or Family Development or other related degree with at least 18 credit hours in early childhood.

Preferred: BA/BS degree with one year experience in early childhood education or a social services agency providing direct services to low income children 0-3 and families.

Preferred Major: Early Childhood Education, Psychology, Social Work or Counseling

Acceptable Major: Child and/or Family Development or related field with at least 18 credit hours in early childhood.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

OTHER JOB REQUIREMENTS:

1. Demonstrated knowledge of Head Start system.
2. Possess current Food Handlers Card, First Aid and CPR cards with infant/child CPR. (pediatric and adult)
3. Must be enrolled in Oregon Criminal History Registry.
4. Must pass agency sponsored physical examination.
5. Must enjoy working with and be sensitive to the needs of children and families.
6. Knowledgeable of adult learning styles and educational strategies.
7. Knowledgeable of community resources.
8. **This is a Mandatory First Responder Position**
9. This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
10. Must be available to travel occasionally out of town to attend trainings.
11. Must maintain any current education licensing.

OTHER SKILL REQUIREMENTS:

1. Bilingual English/Spanish required. Must read, speak and write Spanish and English fluently.
2. Must have ability to operate computers and possess basic knowledge of MS Windows, Microsoft Word and other software.
3. Excellent case management and organizational skills.
4. Excellent communication skills.
5. Effective training skills.
6. Must perform duties with general direction given, operating from established directions and instructions. Decisions are made with general agency policy constraints, but require independent problem solving and decision making skills.

PHYSICAL REQUIREMENTS:

Please see attached Physical Job Analysis

JOB CONDITIONS:

May work outdoors intermittently with exposure to typical Oregon weather. There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods. May work in a confined and small classroom space with minimal room for maneuverability.

MENTAL REQUIREMENTS of the JOB:

Continual interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Frequently faces deadlines with attention to detail and must complete tasks in a timely manner. Must gather and analyze data and regulatory material and make presentations to local staff and outside agencies. Considerable amount of variable levels of concentration with frequent or constant interruptions. Must be able to handle multi-faceted tasks on a frequent basis.

The nature of this position requires absolute confidentiality. Any information, either written or verbal, must be contained and handled in a confidential manner.

<p>This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.</p>
