

WICAP JOB DESCRIPTION

TITLE: Home Base Home Visitor – EHS

PROGRAM: Early Head Start

RESPONSIBLE TO: Family Services Field Advisor

POSITION SUMMARY: Performs all job responsibilities in a safe manner. Provide home visits to families once a week. Plan with parents for socializations each month. Assist families to identify and develop family/child goals. Assist families in acquiring the recommended health services. Provide support services as needed. Solicit volunteers for participation in the program. Be a team player.

PHYSICAL/MENTAL ABILITIES AND PROCESSES:

- Physical capability, strength and coordination adequate to work with preschool children.
- Computer literacy (word processing, database and spreadsheets, Internet and e-mail use required).
- Ability to visually assess the health and behaviors of children.
- Frequent significant decisions to assure developmental progress of children.
- Ability to respond appropriately (both mentally and physically) to an emergency or a crisis situation.
- Ability to determine and prioritize workload while being flexible.
- Frequent significant decisions and problem solving abilities.
- Frequent driving for home visits sometimes in outlying areas.
- Regular kneeling, bending, and sitting on the floor to attend to parent and child needs.
- Occasional lifting in excess of 40 lbs., to carry or drag a child in an emergency situation to a safe area.

QUALIFICATIONS:

1. One year's experience in social services and/or adult education.
 2. Experience in record keeping.
 3. Knowledgeable about community resources.
 4. A current CDA with an Infant/Toddler, or Home Visitor endorsement, or a minimum of six (6) courses of study in Early Childhood Education, or one-year experience working with Infants/Toddlers.
 5. Must have interest in and concern for low-income families, their children, and their development.
 6. Valid Driver's License and access to a privately owned vehicle with seat restraints and liability insurance for use in completing work responsibilities and to be paid for mileage, as well as be willing to drive a Head Start vehicle.
 7. Working knowledge of modern office communication systems: E-mail, voice mail, IBM compatible computer system, and the ability to operate various office equipment: Computers, fax, photocopy, etc.
 8. Good verbal and written communications skills.
 9. Ability to maintain records on a computer system or willing to learn.
 10. Must have or be willing to obtain Adult and Pediatric CPR and First Aide certifications within 60 days from date of hire.
 11. Bilingual in English and preferably Spanish desirable, but not required. The primary language in the workplace is English.
 12. No prior conviction of child abuse/neglect. Health and Welfare background clearance.
 13. Physical and TB screen upon hire.
- Documented on-the-job Head Start education and/or experience hours may be used as an equivalent to some of the experience qualifications.

EMPLOYMENT CONDITIONAL UPON RESULTS OF THE FOLLOWING:

- Criminal History Registry
- Successful Physical Capacities Examination and TB screen results.
- Successful Drug and Alcohol Screening

RESPONSIBILITIES:

1. Ensure safety is a priority in performing all job responsibilities and ensuring the safety policy is adhered to.
2. Conduct outreach activities to recruit prospective families.
3. Assist and advise parents in such areas as child development, childhood education, communications, family systems, etc.
4. Involve the parents in planning home visits and helping to prepare the parents to work effectively on behalf of the children and family.
5. Integrate all content areas, including early childhood education, in the Home Base Program.
6. Participate with site team in developing monthly parent meetings/activities.
7. Conduct and develop the family partnership plan with families for the purpose of meeting identified goals.
8. Assist parents in identifying community resources and making referrals, and follows through to see if needs are met.
9. Encourage and assist parents as needed to complete physical, dental and health screenings and follow-up in a timely manner.
10. Must be able to listen and communicate easily and honestly.
11. Provide customer service in reception, greet and direct visitors at the site.
12. Follow step-by-step activities as outlined in content area plans and policies and procedures.
13. Perform other relevant responsibilities as required by the program.
14. Maintain current, valid driver's license and liability insurance at all times on any personal vehicle used to conduct WICAP business.
15. Obtain and keep current Adult and Pediatric CPR and First Aide certifications.
16. Obtain and keep current CDA if applicable.
17. Model the Respectful Workplace Policy when interacting with WICAP customers, community members and colleagues.
18. Participate in professional development, including at off-site locations at the request of the supervisor.
19. Must be responsible, able to handle confidential material, able to organize effectively and able to work independently.
20. Assure that a positive image of WICAP is portrayed at all times.

HOURS:

40 hours per week, 50 weeks per year
May include nights and weekends

SALARY RANGE:

\$10.41 - \$14.83 per hour with a CDA
\$10.21 - \$14.62 per hour without a CDA

ENTRY SALARY:

New Employees start at the entry-level salary
Additional Compensation for qualifying degrees

HEAD START MISSION STATEMENT:

We will enhance the lives of families, staff, and the community by working together to provide an environment for learning and growing, thus promoting opportunities to meet life's changes!