

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: Early Head Start - Home Visitor

DEPARTMENT: Head Start

REVISION DATE: February 11, 2010

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Employee is under the supervision of the Early Head Start Coordinator. Conducts weekly home visits for assigned case load. Plans with parents for socialization sessions 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.

QUALIFICATION STANDARDS:

- A current CDA and willing to obtain an Infant/Toddler or Home Visitor endorsement, or a minimum of six (6) courses of study in Early Childhood Education / one year experience working with infants and toddlers.
- Experience in record keeping.
- Knowledgeable of community resources.
- Must be computer literate (Microsoft Office).
- Must have a personality that is conducive to team work and working with infants/toddlers and their families.
- Must be of good moral character, professional, self-confident, and able to multi-task.
- Must have excellent communication skills (oral and written) and able to communicate effectively in English and Spanish.
- Must communicate positively and effectively with parents, children, colleagues, and other agency personnel, while maintain confidentiality regarding all facets of the program in a compliance with FERPA and other federal and state regulations.
- Must possess a valid driver's license and be insurable, a MVR is required.
- Must maintain good judgement and self-control when under stress.

ESSENTIAL DUTIES:

- Ensure that the safety policy is adhered to at all times.
- Conduct outreach activities to recruit prospective families.
- Assist and advise parents in such areas as child development, childhood education, communications, family systems, etc.
- Involve parents in all program planning and assist parents to advocate on behalf of their family.
- Integrate all content areas, including early childhood education, in the Home Base Program.
- Participate in developing monthly parent meetings/activities.

- Conduct and develop the family partnership plan with families for the purpose of meeting identified goals.
- Assist parents in identifying community resources and making referrals, and follows through to determine if needs are met.
- Encourage and assist parents as needed to complete physical, dental and health screenings and follow-up in a timely manner.
- Must be able to listen and communicate easily and honestly.
- Perform other relevant responsibilities as required by the program.

PHYSICAL REQUIREMENTS:

- **Sitting** on small chairs and on the floor for circle time, to document on children records for meal times, for some classroom activities.
- **Walking** and pacing for supervision throughout the 8 hrs shift.
- **Bending** to sanitize tables, serving and washing dishes, cleaning child size bathrooms.
- **Squatting** to pick up objects, talking to children at eye level, for setting up materials in learning centers. To sanitize mats on a weekly basis.
- **Pushing** food carts approximately 30-40 lbs. Swings during outside children’s play, for sweeping and mopping.
- **Running** for emergencies to prevent accidents that occur from a distance.
- **Lifting** toys, art materials, food containers, cleaning supplies and in case of an Emergency any injured or disable child.
- **Stretching** during movement/exercise activities and to put material away, take material out and decorate the classroom.
- **Climb** on step ladder.
- Must be able to lift 30-45 lbs (food bags & boxes, files, and other small equipment or devices
- Must be able to work outdoors.

OTHER REQUIRMENTS/INFORMATION:

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE