

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: Early Head Start - Home Visitor**

**DEPARTMENT: Head Start**

**REVISION DATE: September 1, 2019**

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Employee is under the supervision of the Early Head Start Area Service Manager. 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:**

- Minimum of a home-based CDA credential or comparable credential, or equivalent course work as part of an associates or bachelor's degree.
- PAT Certified.
- 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 not covered by Civil Service; therefore, is subject 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.**

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EMPLOYEE SIGNATURE

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SUPERVISOR SIGNATURE

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PRINTED NAME

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**DATE**

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