



Position Description

Title:	EHS HOME VISITOR
Reports To:	EARLY HEAD START SUPERVISOR
Division:	CHILDREN'S SERVICES
Program:	EARLY HEAD START
Status:	NON-EXEMPT, HOURLY
Hours Per Week:	40

SUMMARY OF POSITION

The Early Head Start Home Visitor will provide early, continuous, intensive and comprehensive child development and family support services to eligible pregnant women, infants, toddlers and their families through a series of weekly home visits and scheduled socialization activities. The Early Head Start Home Visitor will design, plan and carry out developmentally appropriate experiences that meet all component areas of Head Start, the school readiness goals established by the program and the individual needs of the child. Each Home Visitor will maintain a maximum caseload of 10-12.

ESSENTIAL JOB RESPONSIBILITIES

- Conduct weekly home visits with families lasting a minimum of one and a half (1.5) hours to a maximum of two (2) hours per session.
- Develop and implement weekly lesson plans in partnership with parents.
- Educate families on EPSDT guidelines.
- Collect, screen, and track all medical and dental examinations and immunizations, working with families to obtain health information and follow-up as needed.
- Administer developmental, social-emotional, sensory (vision, hearing), and nutrition screenings as required to children.
- Plan and implement developmentally appropriate infant/toddler socializations each month.
- Provide case management and general counseling to assigned families to ensure provision of quality mental health, health and social services, including services to high-risk pregnant women, expectant fathers, and their families.
- Provide comprehensive strength-based case assessment.
- Develop an individual, goal-oriented plan in partnership with each family to promote parent-child relationships and well-being.
- Enhance parental knowledge of being their child's first and most important teacher; reinforce with practical suggestions for its continual development.

- Model appropriate discipline techniques and positive self-esteem building behaviors when working with the family.
- Work with First Steps to ensure IFSP goals related to Early Head Start services are met. Participate as a member of the multi-disciplinary team as appropriate.
- Assess the need for and barriers to professional services for each family in assigned caseload and make referrals to appropriate service agencies. Monitor to ensure families receive necessary services in a timely manner.
- Accurately maintain documentation of all home visits and case management services provided, case planning, and follow-up activities received by families in a timely manner.
- Provide prenatal care coordination for pregnant women enrolled in the Early Head Start program.
- Participate in and attend all required meetings, in-service training, preservice training, conferences, and continuing education as required and appropriate to the position.
- Monitor and track attendance for each enrolled child/family and follow up on absences providing support and guidance to families as necessary to ensure successful program enrollment.
- Partner with parents and families as they transition to new learning environments, including EHS to HS or other community programs.
- Meet monthly with the Early Head Start Supervisor to share information, problems and concerns, as well as discussing professional development opportunities and implementation.
- Create and adhere to career and position goals
- Maintain confidentiality at all times.
- Contribute to the agency's full compliance with the Head Start Performance Standards and all division policies as appropriate.
- Assist with gathering and accurately documenting in-kind.
- Participate in recruitment activities and opportunities including community events, health and human service agencies, etc.
- Follow agency procedures to assure reporting of suspected child abuse and/or neglect.
- Be a contributory team member in a positive/productive manner.
- Demonstrate commitment to the mission, values, and policies of Hoosier Uplands and the Children's Services Division in the performance of all job duties.
- Additional duties deemed necessary by the Director of Children's Services or designee.

MINIMUM REQUIREMENTS

- An Associate's Degree in Early Childhood Education (Pre K) or Child Development Associate credential (CDA) in infant and toddler or home visiting setting is preferred.
- Must have high school diploma or HSE. A Child Development Associate credential (CDA) in infant and toddler or home visiting setting is required within one year of hire date as a home visitor.

- Must have knowledge and experience in child development, principles of child health, safety and nutrition, adult learning principles and family dynamics.
- Must have a valid Indiana Driver's License and proof of vehicle insurance. Must have a reliable personal vehicle available for use in business related travel.
- Must submit to criminal history background checks.
- Must obtain a physical within 30 days of hire and update every five years.

KNOWLEDGE, SKILLS AND ABILITIES

- Be present at work in order to provide consistency of services.
- Maintain confidentiality in regards to staff and family information.
- Must be honest, dependable, and able to meet deadlines.
- Problem solving and organizational skills with sensitivity to detail.
- Strong written and verbal communication skills.
- Working knowledge of computers and basic office applications such as Word, Excel, internet, and email.
- Self-motivated and able to work independently in performance of duties.
- Must be flexible and non-resistant to change.
- Ability to work as a team member collaborating with staff, parents and community resources.
- Ability to set and maintain professional boundaries with families.
- Sensitivity to multi-cultural beliefs and practices, and ability to relate to children, parents, and high-risk pregnant women.
- Sensitivity to needs of low-income families.
- Provide leadership and guidance to families.
- Ability to complete all required paperwork accurately, thoroughly, and in a timely manner with attention to detail.
- Ability and willingness to perform duties in a variety of work environments and home conditions.
- Knowledge of various community resources and agencies to support children and families with immediate or long-term assistance.
- Able to bend, squat, climb stairs, and sit on floor for family visits and socializations.
- Occasional lifting up to 50 lbs.
- Ability to carry, push, and/or pull rolling carts and/or bags with supplies.
- Must be available for overnight travel, evening and weekend work as required.
- Must be supportive of the missions of Hoosier Uplands Economic Development Corporation and the Children's Services Division.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by staff within this position. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Interested applicants should forward a resume, references, and cover letter to:

Hoosier Uplands EDC
Attn: Alison Piper, Early Head Start Supervisor
500 West Main Street
Mitchell, IN 47446

-or-

apiper@hoosieruplands.org