JOB DESCRIPTION

POSITION TITLE: Head Start Home Visitor **PC Approved:** 3/20/2025

STARTING WAGE: $21.74 to $30.02 per hour
BENEFITS: Agency-paid family insurance up to $1,100/month or single health insurance (prorated per schedule); 4% retirement match after 6 months; Life Insurance
POSITION CLASSIFICATION: Full Time
ACCOUNTABLE TO: Head Start Director, Education Manager/Assistant Education Manager

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QUALIFICATIONS

- Bachelor's degree in early childhood education or a related field preferred. An associate's degree in early childhood education or a related field, with experience working with preschool children and families, is also acceptable.
- A Child Development Associate (CDA) credential and enrollment in a 2-year degree program in Early Childhood or a related field is considered.
- Must possess, or be willing to obtain, a Family Service Credential or equivalent if responsible for Family Partnership Agreements.

PRIMARY OBJECTIVE OF THE POSITION

The Early Head Start Home Visitor is responsible for developing and implementing a comprehensive program for infants and toddlers through home visits and group socializations. This role focuses on supporting families by building on their strengths and empowering parents to recognize their vital role as their children's primary educators.

MAJOR AREAS OF ACCOUNTABILITY

Family Recruitment and Engagement

- Participate in the recruitment process for Head Start families.
- Encourage participation in Early Head Start by interested community members.
- Encourage parents to actively participate in group socialization.
- Involve parents in planning and carrying out activities for home visits.

Family Support and Needs Assessment

- Assess the needs of each child and family.
- Report home and family needs to the appropriate manager.
- Provide resource and referral services to families where needs exist.
- Maintain ongoing, purposeful contact with families to track progress on solutions to their identified needs.

Home Visitor

- Assist in providing resources to support each child's physical, social, emotional, and intellectual growth.
- Work with parents to help them become effective teachers for their children and foster a positive self-image for both parent and child.

Program Planning and Implementation

- Plan and implement parent education and health-related topics for women enrolled during pregnancy.
- Arrange and facilitate parent/child socialization and activities.
- Plan and deliver instructional programs for home visits and group activities.
- Submit Individual Activity Sheets and Socialization Plans to the Assistant Education Manager.
- Evaluate activities and report on work progress with each family on a weekly, quarterly, and final basis.

Health and Special Needs Coordination

- Assist in keeping family dental and medical information updated with the appropriate Service Manager.
- Support early identification of special learning needs and communicate with the Manager.

Communication and Reporting

- Keep the immediate supervisor informed of all problems or significant matters requiring attention.
- Adhere to the agency's policy concerning data privacy.

Training and Supervision

- Provide ongoing training and supervision to volunteers, ensuring they feel valued and supported.
- Maintain a professional image for coworkers to learn from and model.

7. Other Duties

- Perform other duties as assigned by the supervisor.

REQUIREMENTS

- **Background Checks:** Must meet the requirements outlined in 1302.9b of the Head Start Performance Standards.
- **Professionalism:** Maintain a professional atmosphere within the work environment with Head Start/Early Head Start and school staff.
- **Punctuality and Time Management:** Consistently arrive on time, manage your schedule effectively, and meet all deadlines.
- **Physical Requirements:** Must be able to lift 10 lbs. frequently and 10-50 lbs. occasionally.
- **Travel:** Must be able to attend out-of-town overnight meetings on occasion.

Home Visitor

- **Interpersonal Skills:** Must be mature, sensitive, and able to relate well to children and adults.
- **Personal Presentation:** Must maintain a neat and well-groomed appearance.
- **Communication Skills:** Must have good reading, writing, and communication skills.
- **Learning Environment:** Create a conducive learning environment for both home visits and center activities.
- **Professional Development:** Demonstrate a willingness and desire to improve professionally.
- **Commitment:** Must be dedicated to fulfilling responsibilities in alignment with the program's philosophy and goals.
- **Transportation:** Must have reliable transportation and live within the general service area.
- **Population:** Must possess the ability to work with low-income families and relate well to parents.
- **Head Start Commitment:** Must be dedicated to the Head Start Program's philosophy and goals.

Equal Opportunity Employer Statement:
We are an Equal Opportunity Employer. We do not discriminate based on race, religion, color, sex, age, national origin, or disability.