

## COMMUNITY ACTION PARTNERSHIP FOR SOMERSET COUNTY

**NAME:**  
**JOB TITLE:** Early Head Start Home Visitor  
**DEPARTMENT:** Early Childhood Education

**FLSA STATUS:** Non-Exempt  
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**OVERALL PURPOSE:** This position is responsible for providing weekly home visits to parents of infants and toddlers and facilitating socializations twice a month for children and families.

### **ESSENTIAL FUNCTIONS:**

#### **1. Implement curriculum to develop lesson plans to meet the needs of the child and family**

##### PERFORMANCE MEASURES:

- Conduct weekly 90 minute home visits with parents of infants and toddlers
- Schedule a minimum of 47 visits with each enrollee annually while following the agency attendance policy and Head Start Performance Standards
- Carry out curriculum in the context of the home and during group socialization experiences
- Provide education and support services to families
- Conduct screening and on-going assessment of infant and toddler development
- Make referrals as necessary to assist families
- Meet with pregnant women monthly or as necessary
- Maintain a flexible work schedule, within reason and according to agency policy, to accommodate the needs of the family

#### **2. Incorporate all components of Early Head Start through home visits and socializations.**

##### PERFORMANCE MEASURES:

- Collaborate with families to establish family development goals
- Document this collaborative process in family partnerships agreements or Family Advancement Plans (FAPs)
- Promote parental involvement in curriculum planning, program governance and the overall EHS program
- Monitor and educate parents with respect to pre-natal and children's health status including medical follow-up, physical health, dental health, mental health and nutrition
- Provide management, crisis intervention and resource referral
- Act as liaison and advocate between community resources and EHS families
- Transport family when appropriate to and from community resources or other activities

#### **3. Facilitate socialization days/play groups**

##### PERFORMANCE MEASURES:

- Ensure developmentally appropriate activities are planned
- Review the environment to ensure all safety requirements are met
- Follow cleaning requirements to maintain a healthy learning environment
- Schedule socializations/play groups to be held 22 times a year

#### **4. Complete all necessary paperwork.**

##### PERFORMANCE MEASURES:

- Plan weekly home visits with family
- Complete documentation of home visits and socialization experiences
- Document all completed home visits
- Document all canceled/ rescheduled home visits monthly
- Complete required reports including time sheets or mileage forms and submit each by deadlines set forth

#### **5. Attend meetings and trainings to further professional development.**

##### PERFORMANCE MEASURES:

- Attend all required meetings and trainings
- Develop an individualized Professional Development Plan
- Track progress using a Professional Development Record

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**6. Recruit families.**

PERFORMANCE MEASURES:

- Maintain enrollment requirements of 12 slots
- Recruit new EHS families who reside in Somerset County
- Coordinate and participate in community activities and events on behalf of EHS as requested
- Work cooperatively with other staff members to promote Early Childhood Education

**OTHER DUTIES and REQUIREMENTS OF JOB:**

1. Must maintain confidentiality of participants
2. Must understand this position is a mandated reporter of child abuse and neglect
3. Must maintain a Valid PA Driver License
4. Must have reliable transportation
5. Must be able to lift 40 pounds
6. Must pass initial and periodic physical exam
7. Perform other related duties as requested

**SUPERVISION RECEIVED:**

Supervision is received from the Early Head Start Supervisor

**QUALIFICATIONS**

**EDUCATION**

- Bachelor in Early Childhood Education or related field preferred
- Associate Degree in Early Childhood Education or related field required

**EXPERIENCE AND/OR TRAINING**

- Five years' experience working with young children preferred
- Infant /Toddler CDA

**LICENSES OR CERTIFICATIONS**

- Current active driver license
- Child Abuse and Criminal Clearances

**OTHER CHARACTERISTICS**

- Ability to problem solve, handle crises and work with families and children of various cultures from low-income background.
- Approach to working with families that is empathic, nonjudgmental, respectful and professional.
- Willingness to work primarily in the homes of families in high-risk communities.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of HR Representative

\_\_\_\_\_  
Date