

## COMMUNITY ACTION PARTNERSHIP FOR SOMERSET COUNTY

**NAME:**  
**JOB TITLE:** PAT Home Visitor  
**DEPARTMENT:** Early Childhood Education

**FLSA STATUS:** Non-Exempt  
**PAGE:** 1

**OVERALL PURPOSE:** This position is responsible for the execution of the Parents As Teachers, Model, and Foundational 1 & 2 curriculum to support parents in the role as the first educator of their child. The home visitor is also a referral resource to meet the needs of the family.

### ESSENTIAL FUNCTIONS:

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

PERFORMANCE MEASURES:

- Complete developmental screenings on all children enrolled in the PAT program.
- Prepare and facilitate home visits in a creative, cost effective and developmentally appropriate manner taking into consideration the social-emotional, cognitive, language and motor skills of the child.
- Ensure the individual needs of each family are met.
- Make referrals as necessary to assist families.

**2. Maintain records meeting the requirements of the OCDEL.**

PERFORMANCE MEASURES:

- Complete and maintain the necessary forms in a active client file
- Document all visits on the required progress note form.
- Document all completed home visits with a signature
- Document all canceled/ rescheduled home visits monthly.
- Complete all necessary report forms and submit in a timely fashion.

**3. Attend meetings and trainings to further professional development.**

PERFORMANCE MEASURES:

- Attend all required meetings and trainings.
- Seek out opportunities for professional development.

**4. Facilitate play group meetings in designated areas while maintaining a safe and clean learning environment during parent group meetings.**

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.

**5. Recruit families.**

PERFORMANCE MEASURES:

- Maintain or grow existing number of PAT families.
- Recruit new PAT families as well as ECE eligible families throughout the County.
- Coordinate and participate in community activities and events on behalf of the Family Center as requested.
- Work cooperatively with other staff members to promote all of the Early Childhood Education programs provided by the agency.

### OTHER DUTIES and REQUIREMENTS OF JOB:

1. Maintain **25** active families.
2. Schedule weekly, biweekly or monthly visits with enrolled families based on family needs.
3. Maintain a flexible schedule to perform evening or weekend visits to accommodate participants.
4. Mandated reporter of child abuse and neglect.
5. Maintain a Valid PA Drivers License.
6. Have reliable transportation
7. Perform other related duties as required.

### SUPERVISION RECEIVED:

Supervision is received from the Family Center Manager.

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**QUALIFICATIONS**

**EDUCATION**

- Bachelor in Early Childhood Education or related field preferred
- Associate Degree in Early Childhood Education or related field required and minimum of two years experience working with Early Childhood Education

**LICENSES OR CERTIFICATIONS**

- Child Abuse Training – Mandated Reporter
- PAT certification through Centers for Schools and Communities within six months of date of hire
- Model and Foundational 1 & 2 certifications

**EXPERIENCE AND/OR TRAINING**

- Two years related experience
- Ten years related experience in lieu of degree required

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong communication and interpersonal skills
- Adapt to a Constantly Changing Work Environment
- Independent Judgment and Discretion
- Utilize Creativity
- Work Closely with Others
- Database/Contact Management Software
- Internet/E-mail
- Word Processing Software
- Follow established confidentiality policy, safety standards, or applicable regulations
- Strong time management skills
- Strong organizational skills

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