

**POSITION TITLE: EARLY HEAD START HOME VISITOR**

**RESPONSIBLE TO: Head Start/Early Head Start Director**

**WORK SITE LOCATION: Office located in Madison Office. Travel the 5-county area is necessary.**

**HOUR OF WORK: 40 hours per week - 52 weeks/year**

**DAYS PER WEEK: Monday – Friday, approximately 8:00 am – 4:30 pm (schedule flexible to carry a caseload of 6-8 families' home visits each week + 2 socialization activities per month)**

**SALARY RANGE: Based on Education and Experience**

**STATUS: Regular Full-time/Non-exempt**

**JOB SUMMARY:**

The Early Head Start Home Visitor provides comprehensive, direct services to families to meet performance standards, including screening and ongoing assessment; help accessing medical, dental, and mental health services; child development and education; and family partnerships that focus on setting goals and identifying the responsibilities, time tables, and strategies for achieving these goals. Responsible for finding appropriate transportation and community resources. To ensure that the program complies with Head Start Performance Standards and Minnesota Department of Human Services (DHS) and Minnesota Department of Education (MDE) regulations.

**PRIMARY JOB RESPONSIBILITIES:**

1. Provide education and support to pregnant women through Partners for Health Babies and other approved curriculum.
2. Provide early, continuous, intensive, and comprehensive child development and family support services that will enhance all aspects of the child's development from birth to 36 months (or up to 47 months) through weekly home visits and semi-monthly socialization playgroups using approved curriculum.
3. Promote nurturing and responsive care during early childhood including well baby checkups, developmental screenings, parenting skill building and involvement in each home visit and playgroup session.
4. Work with program support staff to coordinate agency and community services to ensure a comprehensive array of support for the family and to eliminate overlapping of resources.
5. Recruit families from the communities we serve by participating in recruitment and promotion events; distributing information including fliers, brochures and the like to local businesses; and developing other promotion ideas.
6. Maintain up-to-date documentation on each family on compliance with state requirements including timelines for completion of activities, reports of home visits and socializations, develop goals with families, plan and implement socializations, provide observations and assessments four times per year, complete monthly and quarterly reports as required.
7. Establish cooperative referral relationships with other agencies and continually be aware of available community resources.
8. Conduct regular parent meetings and ensure representation on Policy Council.
9. Handle emergency phone calls from families in need of resources and referrals.
10. Other projects or tasks as assigned.
11. Attend workshops and training meetings as requested.
12. Schedule and document Home Visits using ChildPlus.
13. Upload Lesson Plans, Home Visits, and Socializations on ChildPlus.
14. Schedule and document Socializations using ChildPlus.
15. Assist with completion of ESI-R.
16. Analyze Program Data.
17. Responsible for co-teaching and preparing lessons for Incredible Years.
18. Mandatory attendance at Staff Meetings/Trainings.

### **SKILLS AND QUALIFICATIONS:**

1. Early Education, Child and Family Development, Nursing or Social Work degree preferred.
2. Minimum of High School Diploma or equivalent accepted with infant, preschool, home visitor CDA.
3. One or more years of experience working with children and families required.
4. CPR/First Aid certified preferred. Must obtain these certifications within 30 days of employment.
5. Organized, self-starter, flexible, able to prioritize, coordinate and manage own work.
6. Excellent interpersonal skills to interact effectively with a variety of people inside and outside the agency.
7. Ability to communicate effectively both orally and in writing with all kinds of people.
8. Must possess effective time management skills to meet deadlines and program requirements.
9. Must be willing to be on the floor with children and parents; with the ability to sit, stand, crawl, bend, lift up to 60 lbs.
10. Able to maintain data privacy, confidentiality and professional boundaries.
11. Ability to use the internet, word processing, and other computer software, iPad applications, cell phone, printers, etc.
12. Ability to be sensitive, respectful and accepting of all families.
13. Demonstrate agency and program values in job performance.
14. Possess and maintain the necessary skill level in technology systems and software required to perform individual job duties.
15. Maintain confidentiality in accordance with agency policy and federal, state regulations.
16. Knowledge of agency and community services and how to make appropriate referrals.
17. Must hold a valid MN driver's license and provide proof of insurance in order to drive agency vehicles to provide services to families on the case load.
18. Obtain a Family Service Credential, if required.

### **AGENCY REQUIREMENTS TO OBTAIN AND MAINTAIN EMPLOYMENT:**

1. Have a valid driver's license and access to an automobile.
2. Complete a Defensive Driving course every three years.
3. Must pass a background check.
4. Maintain first aid and infant/child CPR training certification.
5. Pass an initial TB screening.
6. Pass an initial physical.

### **JOB RESTRICTIONS:**

While performing duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Job may require lifting up to 60 pounds.

The physical demands described above are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THIS JOB DESCRIPTION IS NOT INTENDED to be all-inclusive, and employee will also perform other REASONABLY RELATED BUSINESS DUTIES as assigned by immediate supervisor and other management, as required. This does not constitute a written or implied contract of employment.

***I acknowledge that my employment at Prairie Five Community Action Council is "at-will", meaning that the terms of employment may be changed with or without notice, with or without cause, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. I have entered into my employment with Prairie Five voluntarily, and acknowledge that there is no agreement or contract express or implied between Prairie Five and me for continuing or long-term employment. While supervisors and managers have certain hiring authority, no supervisor or manger or representative of Prairie Five has any authority to alter the at-will relationship.***