

# Home Visitor



**Department:** Early Care and Education

**FLSA Status:** Non-Exempt

**Reports to:** Family and Community Engagement Manager

**Date:** April 2018

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## Position Summary:

The Home Visitor is responsible for providing families of children ranging in ages from 6 weeks to 3 years, with learning experiences that promote school readiness and opportunity to establish family goals. This includes creation and implementation of individualized lesson plans and development of meaningful relationships with children and families while in the family's homes and during group social activities.

## Essential Functions:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Observe, document, and assess student progress
- Analyze student data
- Develop and implement lesson plans based on family input, student data, interests, and developmental practices
- Engage families in program services and activities that promote school readiness, parenting skills, knowledge, and confidence
- Assist families in establishing and pursuing goals that enhance personal growth and connections to the community
- Conduct weekly Home Visits and twice-monthly Socializations
- Deliver relationship-based home visits and enrollment meetings that are responsive to family needs
- Provide families with resource information and referrals to agency and community supports as needed
- Complete monthly reports, Family Newsletters, and documentation and track family progress
- Ensure compliance with Bauer Policies, State Licensing, and Head Start Program Performance Standards
- Attend twice-monthly staff meetings, monthly Professional Development Days, quarterly All-Agency meetings, and annual Pre-Service

## QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

## Education/Certification/Licensure:

- Home-based CDA credential or comparable credential, or equivalent coursework as part of an Associate's or Bachelor's degree
- Valid driver's license

## Experience Required:

- 1-2 years related previous experience

## Knowledge and Skills Required:

- Commitment to serving children and families in poverty with the highest quality services
  - Willingness to learn and apply new knowledge
  - Strong connection with the community and ability to maintain positive relationships
  - Strong communication skills, both written and verbal
  - Knowledge of child development and health and safety standards
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- Ability to create effective lesson plans that promote development
- Organization and time management
- Basic computer skills
- Ability to fluently communicate in Spanish is a plus

## Physical Requirements:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones, and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

## Working Conditions:

- Work is performed in a pleasant office environment and in families' homes. This role is exposed to tobacco smoke, domestic animals, household pests, and other conditions common to domestic environments.
- Travel up to 25%

## INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The Organization reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the Organization in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the Organization. Position descriptions are not intended as and do not create employment contracts. The Organization maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.