

# Missouri Ozarks Community Action

<b>Job title</b>	<i>EARLY HEAD START HOME VISITOR</i>	<b>Grade</b>	<i>8</i>	<b>Class</b>	Non-Exempt
<b>Reports to</b>	<i>Site or Area Supervisor</i>	<b>Step</b>	<i>3.25</i>	<b>Unit</b>	HEAD START

## **Job purpose**

To work with numerous supports and resources available within and outside Head Start to secure appropriate services for families. To work closely with families and community. This position is supervised by the Teacher Director/Teacher.

## **Duties and responsibilities**

1. Participates in staff meetings, or obtain meeting information, and attends trainings as needed.
2. Participates in the annual self-assessment process.
3. Identify and recruit prospective, children, families and volunteers for Head Start.
4. Recruits, trains, and directs activities of volunteers.
5. Involved with parents, families and community in obtaining in-kind contributions
6. Maintain a child wait list of eligible applicants greater than number of enrollment opportunities.
7. Ensures needed forms are completed and entered into the data tracking system.
8. Assist families in acquiring medical and dental services.
9. Establish and maintain accurate health and social services records for each family.
10. Assist families to identify interests, concerns and strengths.
11. Support families to develop skills needed to achieve their goals.
12. Follow procedures for making necessary referrals, follow-up and documentation.
13. Initiate and sustain contact with service organizations.
14. Maintain a current directory of community resources.
15. Link families to community providers
16. Attend appropriate community meetings and events.
17. Assist parents in conducting meetings and functioning as a committee.
18. Coordinate and/or conduct education opportunities for parents and volunteers.
19. Uses positive reinforcement and promotes positive self-esteem, when working with children, families and staff members.
20. Documents and records observations and information they have been privy to and which might affect a child in the Head Start program.
21. Helps to ensure that child incident, child health concerns, and child abuse and neglect reports are submitted, as needed, utilizing agency website.
22. Has an understanding of Child Outcomes and procedures, to include but not limited to, the current ongoing development assessment program used by MOCA Head Start
23. Provides weekly data entry of observations/documentation.
24. Monitor the cleanliness and safety of the equipment, submitting maintenance requests and purchase requisitions as necessary.
25. Evaluates supplies and submits purchase requisition as necessary
26. Completes and submits reports as required by the agency.
27. Maintains communication with Area/Site Supervisor, informing/discussing issues as applicable.
28. Conduct weekly 90 minute home visits with each assigned family and complete appropriate documentation
29. Provides high-quality, early education services: schedules, plans, and conducts weekly home visits with assigned families
30. Plans individual and group activities to stimulate growth in language, social, emotional, and motor skills such as learning to listen to instructions, playing with others, and using play equipment.
31. Provides activities to teach children of health and safety including the practices of personal cleanliness, brushing teeth and self-care.
32. Help children develop self-help skills.
33. Actively involved with serving and eating meals with children, modeling appropriate table manners, and holding conversations.
34. Prepares lesson plan two weeks in advance with the assistance of families.
35. Arranges appropriate field trips for children, following field trip procedures.
36. Assists families in strengthening their knowledge of the principles of nutrition by including nutrition activities during home visits

37. Assists families in the principles of child health and safety by reviewing health and safety conditions of their home and family on a regular basis
38. Empowers families to develop and foster healthy self-concepts of themselves and their children
39. Ensures all screenings and follow-ups are complete and documented on enrolled children.
40. Follow procedure for making necessary referrals, follow-up and documentation
41. Establishes goals with parent input for each child and maintains adequate development assessment documentation.
42. Uses positive reinforcement and promotes positive self-esteem, when working with the children, families and staff members
43. Provides educational information to parents/caregivers appropriate to the individual needs of the child or as requested by the family
44. Plans, implements, and evaluates, with parents, group socialization experiences twice per month
45. Assists families in the utilization of learning opportunities for their child by the development of educational activities using available household materials and activities that naturally occur in the home.
46. Provides and Maintains appropriate welcoming environment and atmosphere where infants and toddlers are accepted and respected as individuals
47. Perform other duties and tasks as assigned or needed.

### **Integrity**

1. Ensure confidentiality of customers, agency and co-workers
2. Understand and promote the goals and philosophy of Head Start.
3. Become familiar with MOCA's Personnel Policy manual and the NAEYC Code of Ethical Conduct and follow policies outlined therein.
4. Has general knowledge of, and adheres to Head Start performance standards and the agency's mission statement.
5. Adhere to MOCA policies and procedures, and Head Start policies and procedures.
6. Represent MOCA, its policies and point of view while interacting with other agencies and individuals.
7. Attend all staff meetings and required trainings.
8. Recognizes and understands the functions of Parent Committee, cooperates with committees, and Head Start Policy Council.
9. Works the number of hours designated in personnel action, reports absences to immediate supervisor at least one hour prior to scheduled shift.
10. Reports to work area ready to begin work at the assigned time.

### **Preferred Qualifications**

1. Bachelor's Degree or Higher in Family Development or comparable degree with course work in infant toddler development
2. 6 months related experience, training and/or volunteer experience.
3. Knowledge of the local social service system.
4. Impeccable customer service skills.
5. Possess excellent communication skills (writing, spelling, listening, and speaking).
6. Ability to communicate and work with a variety of people from diverse backgrounds.
7. Working knowledge of Community Action and its programs.
8. Cooperate as a team member.
9. Ability to work without close supervision.
10. Utilize time management techniques.
11. Proficiency in word processing, spreadsheet, database, and presentation software.
12. Demonstrate knowledge and good judgment in matters of policy and procedure.

### **Minimum requirements**

1. High School Diploma or GED and a Family Development Credential, or Home Visitor CDA Credential, or an AA in Family Development with comparable course work in infant and toddler development.
2. Ability to communicate effectively in both written and oral form.
3. Possess basic math skills.
4. Exceptional organizational skills, and ability to meet strict deadlines with attention to detail and accuracy. To efficiently determine priorities of a complex work load.
5. Continuous and ongoing pursuit of improved education and credentials of this position.
6. Ability to compute rate, ration and percent and to draw and interpret bar graphs.
7. Obtain and/or maintain First Aid and CPR certification.
8. Must obtain and maintain a Family Development Credential within one year of enrollment in course.

- 9. Demonstrate dependable transportation, current insurance, and valid driver's license.
- 10. A current physical examination including a TB test. (within 30 days of employment)
- 11. Able to travel out of area on occasion for training; trips of two to five days.
- 12. Able to work flexible hours if needed

**Direct reports**

Not applicable

**Equal Employment Opportunity Statement**

Missouri Ozarks Community Action (MOCA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

**Employee Acknowledgement**

While performing the duties of this job, the employee is regularly required to reach with hands and arms. Required to stand, walk, use hands to finger, handle or feel, climb or balance. Stoop, kneel, crouch or crawl. Must be able to regularly lift and/or move up to 50 lbs. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception and ability to adjust focus.

Employee is frequently exposed to outside weather conditions to include extreme heat/cold, and humidity. Noise level is usually moderate. Employee may be exposed to moving mechanical parts.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Offers of employment are conditional pending criminal background check, a drug screen, and Policy Council approval.

I have received a copy of my job description, and have an understanding of the duties and responsibilities listed wherein. I agree to abide by all rules stated in the MOCA Personnel Policy Manual regarding conduct and working conditions not described in this job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Approved by:</b>		<b>Approved by:</b>		<b>Approved by:</b>	
<b>Date approved:</b>		<b>Date approved:</b>		<b>Date approved:</b>	
<b>Reviewed:</b>		<b>Reviewed:</b>		<b>Reviewed:</b>	

*Policy Council approval: April 18, 2017*  
*Board Approval: April 27, 2017*