

## Ad for Early Head Start Home Visitor position

### Early Head Start Home Visitor

Conducts weekly home visits with each assigned family and complete appropriate documentation  
Provides high-quality, early education services: schedules, plans, and conducts weekly home visits with assigned families  
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.  
Actively involved with serving and eating meals with children, modeling appropriate table manners, and holding conversations.  
Assists families in strengthening their knowledge of the principles of nutrition by including nutrition activities during home visits  
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  
Empowers families to develop and foster healthy self-concepts of themselves and their children

This is a Full Time 30 hours 52 weeks

### **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