

# Community Action Program, Inc. of Western Indiana Job Description

**Position:** Home Visitor  
**Immediate Supervisor:** Family Services Specialist  
**Supervisory Responsibility:** None  
**Job Base Location:** Center as designated  
**FLSA Status:** Non-Exempt  
**Classification:** 6  
**Effective:** September 24, 2014

## **General Summary of Position:**

Responsible for providing in-home instruction as well as group socialization experience to preschoolers and parents, which will enhance the parents' role as the primary teacher. Must maintain on-going contact with families and work with all other components (health, nutrition, family services, mental health, special services, parent education) to integrate services into the family setting. Must encourage parent engagement in all aspects of the program. Responsible for planning and executing the Early Child Development and Health and Family and Community Engagement components for Head Start children and families according to federal Head Start Performance Standards and the agency's Head Start School Readiness Plan.

## **Essential Functions:**

### **Home Visits**

1. Create and maintain respectful partnerships with families.
2. Assist the family in establishing and maintaining a safe, healthy learning environment for children within the home.
3. Foster and support the implementation and understanding of developmentally appropriate activities within the home.
4. Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice-making; ask open-ended questions and listen respectfully to the answers.
5. Focus all activities on the parent-child relationship and help parents to enhance their parenting skills.
6. Assess individual and group needs, attending to special needs, specific interests, strengths, and concerns
7. Communicate with children and families when integrating their family culture, and supporting those who are dual language learners in obtaining a second language.
8. Partners with families to identify child and family needs and appropriate ways of meeting those needs through family goals and referral.

## **Parent Engagement and Community Partnerships**

1. Provide an atmosphere that promotes and reinforces parental engagement in the home visit or socialization experiences.
2. Communicate with parents, serving as a liaison among medical and social services in the community, act as an advocate for Head Start families.
3. Maintain continual contact and communication with families on a regular basis.
4. Assist families to complete follow-up on dental, medical, physical, and mental health needs.
5. Work with appropriate agencies in developing specialized planning for children and families as needed.
6. Work with appropriate community agencies and volunteers to provide learning opportunities for the Head Start children.

## **Child, Family, and Agency Outcomes**

1. Utilize agency adopted assessment tools for ongoing assessment and documentation of checkpoints.
2. Document all significant classroom issues, parent contacts, and home visits in ChildPlus.
3. Implement and maintain all documentation standards as required, always ensuring confidentiality.
4. Monitor and report cases of child abuse and neglect according to policy.
5. Monitor and document progress on Family Partnership Agreements and service referrals.

## **Administration**

1. Ensure a well-run, purposeful program responsive to participant needs by planning, organizing and keeping accurate records of daily classroom activities, attendance, screening and assessment data, etc.
2. Maintain a commitment to professionalism:
  - A. Dress in a neat manner suitable for work with young children.
  - B. Attend all staff meetings, pre and in-service workshops, and maintain a commitment to continuing education in the areas of child development and family services.
  - C. Demonstrate and provide documentation of increasing knowledge in Early Childhood Education, Social Services, and Professional Growth.
  - D. Attend out-of-town, overnight training seminars as required by supervisor.
  - E. Maintain confidentiality of family information and records.

3. Attend all staff meetings and ensure that bi-weekly and end-of-month reports are completed and in order upon the deadlines set by Center Facilitator and other administrative staff.
4. Perform any other responsibilities that may be assigned dependent upon agency need and demonstrated capability.
5. Adhere to all applicable policies and procedures in support of all programs in accordance with Agency philosophy and intent.

**Core Performance Responsibilities:**

A critical part of employee performance is the consistency of the employee in following Agency standards, rules and regulations concerning timeliness of reports, quality and thoroughness of work performed, attendance, dress, compliance with administrative guidelines, leadership, teamwork, and the ability to work well with and show respect for others. These are critical to every job and employee in the agency.

**Qualifications:**

1. Education, training, or working knowledge in the program assignment is required. Prefer Associate or Bachelor's Degree in Early Childhood Education, Family Services, or related field. High school diploma or GED is required.
2. Must have demonstrated ability to relate and communicate effectively, requiring visual reading, manual writing, and verbal communication, with the public, other agency staff, community professionals, and with persons of varied socio-economic levels.
3. Demonstrated awareness of social services available in the community.
4. Must maintain personal telephone at all times.
5. Demonstrated training or experience in supervising personnel, and possess ability to plan and carry out work with a minimum amount of supervision, and to coordinate duties requiring some degree of discretion or judgement.
6. Must be able to function at program assignments with minimal supervision.
7. Must possess valid driver's license to travel assigned area as required. Must maintain liability insurance on personal vehicle and provide proof of such to Personnel upon request.
8. Must submit to pre-employment and random drug testing, background checks, fingerprinting, and Head Start physical examination as regulated by Indiana Childcare Licensing and Office of Head Start.
9. Must obtain and maintain CPR Certification.

10. Essential functions of the position require the successful candidate to communicate effectively in verbal and written forms, to possess visual reading abilities, and the manual dexterity to write, and the flexibility of movement to stoop, bend, and climb to work with active young children. The successful applicant must possess the capability to be mobile and travel as job requires. Position requires lifting weights of up to 20 pounds.