

# ALBINA HEAD START JOB DESCRIPTION

Non-Exempt

Flexible hours: Must work 8 hours per day Monday – Friday.

## ***HS LEAD HOME VISITOR***

***Essential Function(s):*** The Lead Home Visitor provides child development services, social services, health services and parent involvement services to families including home visits, socializations, advocacy and crisis intervention in accordance with federal, state and program guidelines. The Lead Home Visitor is responsible for providing leadership and support to Home Visitors in delivering preschool education and home based services as defined by Head Start Performance Standards. Services include: planning safe, developmentally appropriate experiences for preschool age children in home settings that are appropriate to the needs of each family. The Lead Home Visitor develops and implements partnerships with Head Start families, including Family Partnership Agreements. Ability to read, speak and write with proficiency in English language.

***Responsibilities:*** Assist families to build on their strengths and develop plans to address areas of concern, including job market assistance and resource identification.

***Reports to:*** EHS Home Based Coordinator

***Supervises:*** Home Visitors

***Salary Range:*** \$27,000.00 - \$39,500.00

***Physical and Mental Requirements:*** Patient, able to resolve conflicts, gentle, loving, kind, creative, resourceful. Strong problem resolution skills. Strong desire to succeed. Demonstrated ability to work effectively with people in a team environment. Excellent problem solving, planning, and organizational skills. Must have detail-and multi-task orientation and be able to cope well with stress. 1 to 2 hours per day spent in strenuous physical activity, lifting up to 50# two or three times in an 8-hour day.

***Experience Requirements:*** Five years experience in Early Childhood, social services, or a family support program. Demonstrated experience providing parent education to families. Candidate should have knowledge of community resources, computer knowledge, including WordPerfect, Excel, Microsoft Word, PowerPoint, and use of the Internet. Good writing and record-keeping skills. Ability to work independently as well as with a team. Supervisory experience a plus.

***Educational Requirements:*** Preferred candidate will have either an AA/BA/BS Degree in ECE or BA/BS in a related field with coursework or training in early childhood development. Preferred candidate will have Parents As Teachers (PAT) certification.

***Licensing/Certification Requirements:*** Daily driving is required. Must provide own vehicle, valid Driver's License and proof of full insurance coverage; First Aid certification, Child CPR certification, current Food Handler's Cards or able to obtain same. Negative tuberculosis screen (required); Hepatitis B Vaccination (recommended). Must pass criminal background check.

***Environmental Factors/Working Conditions:*** Client's home environments, classroom environment, office environments. Some floors are tile, some are carpeted. Heated. May or may not have air conditioning. May come into contact with childhood diseases and blood.

### **Job Duties:**

1. Provide child development, parent education and family support on home visits to families of preschool age children.

2. Plan for and facilitate parent-child interaction groups and parent support groups.
3. Provide developmentally appropriate curriculum and a caring, nurturing, and soothing environment for preschool age children. Develop in partnership with parents an individual development plan for each child.
4. Develop Family Partnership Agreements with each family and support families in achieving their goals.
5. Provide day-to-day supervision of Home Visitors. Ensure that Home Visitors meet all program objectives.
6. Responsible for case management. Conduct regular, case reviews of all Head Start files and cases assigned. Complete home visits, case recording and other responsibilities in case management. Establish and maintain a current and accurate record keeping system, within program procedures, with adequate provisions for confidentiality. Ensure all child/family files are up to date and accurate. Complete data entry and ensure data entry for all enrolled families.
7. Coordinate successful completion of recruitment and screening/assessment of eligible children and their families.
8. Implement goals, policies, procedures, and activities designed to provide the full range of child development and family support services in compliance with Head Start Performance Standards, including assisting families with obtaining health services, and health and other child/family data retrieval, as part of ongoing case management. Design and implement a formal system of follow up with families on referrals to community agencies, to assure the satisfactory provision of services.
9. Work with Health Coordinator/Assistant Health Coordinators and MECF staff to provide developmentally appropriate Early Intervention services. Participate in IEP and IFSP staffing, as required.
10. Coordinate and develop linkages between other family support service agencies to provide better service delivery to HS families. Serve as an advocate for Head Start families within the community. Train and support HS parents to advocate for themselves and their families.
11. Complete monthly reports that identify progress in meeting program goals and service delivery data. Participate in staff and regular case management meetings.
12. Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.
13. Continue professional growth by participating in classes, training programs, workshops/conferences, as the budget allows.
14. Perform other duties assigned and reasonably within the scope of the duties listed.

**I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Revised 8/08

**Name (Print):** \_\_\_\_\_