

**CHANGES TO THE JOB DESCRIPTION CAN NOT BE MADE UNLESS APPROVED BY THE NACOG
HUMAN RESOURCES DEPARTMENT AND THE EXECUTIVE DIRECTOR**

**Northern Arizona Council of Governments
Job Description**

**Home-Based Visitor
Early Head Start Home-Based Visitor**

Division: Head Start
Reports To: Center Director
FLSA Status: Exempt
Salary: G09

SUMMARY

Plans, coordinates, and implements Head Start goals through a parent-focused program that enhances positive learning experiences for the family, particularly in meeting the developmental needs of the children. In the case of Early Head Start focus, essential duties and responsibilities are directed toward prenatal, infant and parent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides home-based families with information on all Head Start components: education, health, social services, nutrition, parent involvement, and special needs
- Along with the parents, develops family activities and provides the parents with a monthly calendar showing scheduled parent activities, socialization/play group sessions, and home visits, as well as Parent Policy Council meetings and parent training sessions
- Plans and prepares for weekly home visits with parents
- Makes the required minimum number of visits per year to each family for at least 90 minutes per visit, and documents each session.
- Works with parents to develop and implement an educational program that includes: appropriate child development activities, bilingual/multicultural approaches, individualized child development plans, and evaluation of child/family progress
- Provides the required number of group socialization sessions each year, and documents each session.
- For each identified special needs child, assists parents in the development of the individualized Education Plan (IEP)/ Individualized Family Service Plan (IFSP).
- In conjunction with the Health Manager, assists parents in obtaining health services for each enrolled child
- Conducts a developmental screening for each child within 45 days of enrollment. (Screening is repeated annually)
- Involves parents with on-going assessment of children
- Works as a liaison between the families and community resources
- Encourages and promotes the family's achievement of self-sufficiency
- Along with parents, plans and conducts monthly parent meetings and/or educational activities. Where applicable, works in conjunction with center staff
- Assists parents in determining child and family needs, provides referral and follow-up services as necessary in conjunction with other center staff

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- Assists parents in developing ways of using household resources in educational activities with their children
- Actively recruits new enrollees for the home-based program and maintains a waiting list
- Oversees inventory and control of all home-based supplies and materials
- Works with center staff, when applicable, to ensure that the center is kept sanitary and within the local, state, and national health and safety regulations
- Scheduled hours may vary can include evening and weekends
- Maintains up-to-date, accurate records of home-based families, including all component areas and submits
- Attends staff meetings, training programs, and seminars
- Maintains strict child and family confidentiality
- High tolerance for paperwork, documentation and meeting program and federal deadlines
- Conducts/facilitates regular maintenance of the Head Start vehicle
- Travel within the NACOG region using own vehicle, including occasional overnight stays.
- Perform related duties, as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not directly supervise any other positions

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Experience and training equivalent to high school diploma or GED and a Child Development Associate (CDA) certificate; or an Associate of Arts degree, or 36 college credit hours in Human Development or Early Childhood Education is required. A Bachelor's degree or higher in Human Development or Social Services and bilingual proficiency are preferred.

Required Knowledge, Skills, & Abilities

Strong oral and written English communication skills. Experience in any program that emphasizes that parent's role in the child's development. Experience supervising adults and facilitating groups. For Early Head Start must have an ability to work with first time and young parents. Knowledge of infant/toddler issues and state regulations related to infant/toddlers. Knowledge of local community resources. Ability to maintain effective working relationships with people of varied social, cultural, and educational backgrounds. Must be people oriented, assertive and self-motivated, organized, and flexible. Must be bondable.

Other Skills and Abilities

Must have the ability to read and comprehend simple instructions, short correspondence, and memos demonstrating the ability to carry out instructions furnished in written, oral, or diagram form. Must be able to demonstrate the ability to write simple correspondence. Must be effective presenting information in one-on-one and small group situations to customers, clients, and other employees of the organization. Must possess the ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Must have the ability to perform these operations using units of American money and weight measurement, volume, and distance. Must be able to apply common sense understanding.

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Must have the ability to deal with problems involving several concrete variables in standardized situations.

Certificates and Licenses

Current, valid Arizona Drivers License,

Ability to obtain a Department of Public Safety Fingerprint Clearance Card

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel crouch, or crawl; and talk and hear. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually loud.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.