

NEICAC Job Description

Job Title: Home Visitor
Department: Early Childhood Programs – Early Head Start
Reports To: Early Head Coordinator or Professional Development Specialist
FLSA Status: Non-Exempt
Prepared By: Human Resources
Prepared Date: August 2002 – Update 6/2008, 2/2015, 3/2020
Approved By: Personnel Committee & Policy Council
Approved Date:

SUMMARY

Responsible for the implementation of program activities taking place through home visits, parent meetings and play group experiences. Primary responsibilities include meeting basic needs of the children and parents involved in the Early Head Start Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties as assigned.

AGENCY RELATED

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend all agency-wide trainings
- Must travel extensively within service area and occasionally out of service area
- Establish a collaborative and communicative relationship with fellow staff
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

PROGRAM SPECIFIC

- Provide weekly home visits services to Early Head Start families during times that best meets family's needs; travel is extensive within service area and personal vehicle use is sometimes necessary
- Assist in providing educational programming/facilitation at parent meetings/play group experiences
- Keep accurate records required by the program such as in-kind and lesson plans
- Track, monitor and document progress of family towards Family Partnership Agreement (FPA), the children's Individual Child Plans (ICPs) and the Family Strength and Needs Assessment.
- Make referrals to appropriate agencies and assist families with transportation
- Serve as a positive model for families
- Work with parents to strengthen their knowledge of child development through implementation of weekly activities including language skills, social and emotional needs, self-help strategies and motor skills following the PAT curriculum.
- Provide education, health/dental health and nutrition information to clients
- Help families arrange for medical and dental appointments when necessary and assist with transportation as needed
- Plan and develop, with the parents, an individualized program for the family, including a climate of mutual trust and respect
- Compile statistical reports as required/requested

- Participate in monthly reflective supervision meetings with supervisor
- Attend Individual Family Service Plan (IFSP) meetings for children on your caseload when invited by parents or Early Access
- Assist families to strengthen their knowledge of community resources and support parents in problem solving
- Act as state approved Mandatory Reporter of suspected incidents of Child Abuse or neglect
- Attend a minimum of 15 hours of in-service training each year

SUPERVISORY RESPONSIBILITIES

N/A

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

EDUCATION and/or EXPERIENCE

Diploma in Early Childhood and one year experience working directly with infants, toddlers or preschoolers required. BA or AA in Early Childhood Education (or related field) preferred along with direct experience with infants, toddlers or preschoolers. Also must have experience working with low-income populations or accessing community resources. Computer experience and/or training also required.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid drivers license with Class D Endorsement and carry NEICAC levels of automobile insurance

Complete a physical with a TB test and have repeated every three years

Must satisfactorily complete criminal records check

Must satisfactorily complete Home Visiting CDA certification credential

Must satisfactorily complete the Family Services credentialing

Must satisfactorily complete First Aid, CPR, Mandatory Child Abuse Reporting, Universal Precautions and any other training required by DHS licensure and/or Head Start Performance Standards

Must be bondable

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch or crawl; talk, hear; taste or smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud. While performing the duties of this job, the employee is occasionally exposed to extreme cold and extreme heat.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

I have read and understand all of the above. I have reviewed the principal accountabilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract and that I am employed by **Northeast Iowa Community Action Corporation** on an "at will" basis.

Signature _____ Date _____
Employee

Print Name _____