

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

Home Services Worker

Department: Early Childhood Programs

FLSA: Exempt Non-Exempt

Reports To: Designated administrator

Board Approved Date: April 4, 2017

Job Code: 5040

Salary Schedule: 14B

Work Days: 245 Days

Work Hours: 7 hrs/day

JOB GOAL: Responsible for assisting with the delivery of a variety of services to children and parents in an effort to promote parent engagement and ensure appropriate services are available to families in need. This includes promoting parent understanding of child development and encouraging parent cooperation with other staff and the community; assisting with maintenance of an outreach and delivery system that ensures the enrollment of eligible children and appropriate comprehensive services for children; providing support to families toward the fulfillment of their children's potential for intellectual, social, emotional, and physiological growth, and maturation; and assisting designated program staff in connecting with families.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Assist with the delivery of services to children and families in accordance with Head Start performance standards to encourage parent engagement
2. Perform tasks involving data collection, the family partnership agreement process, interviews with parents for purposes of assessing family needs, community needs, ideas for parent group meetings and other tasks related to parent engagement
3. Implement and assist with the recruitment and enrollment process of children and families in order to maintain full program enrollment, and ensure that program attendance procedures are followed
4. Prepare developmentally appropriate lesson plans with families for weekly, 90-minute home visits that promote parents' abilities to support the child's cognitive, social, emotional, and physical development; and conduct developmental screening and assessments of children, and document and share results with families
5. Select, develop, prepare, and provide parents with appropriate materials and guidance on home safety, nutrition, effective discipline, constructive play activities, and other related topics
6. Participate in planning and implementation of program activities and functions, including assisting in planning for and participating with socialization group activities, assisting with child care at program events and transporting families as needed
7. Provide, assist, and support families and designated staff with information regarding home visits, community services, resources, and family needs; and promote family advocacy; and make appropriate referrals to community agencies as needed
8. Model and provide experiences to families to support school readiness goals and promote effective strengths-based parent education, including methods to encourage parents as their child's first teachers
9. Assist families in accessing health and developmental services, coordinate services, and work with providers of services in order to determine health, vision, hearing, and developmental screening needs
10. Provide expectant mothers with resources and information so they better understand the relationship of health and well-being to prenatal care, and increase their knowledge of early child development
11. Assist the family in establishing a medical home, including providing transportation to family members when necessary
12. Participate in Early Head Start case management and the intervention, referral, evaluation, and staffing process
13. Continue professional growth through an ongoing program of reading, workshops, training, and/or advanced course work
14. Maintain and promptly submit complete and accurate records as required by federal and state guidelines, district policy, and administrative regulations while maintaining confidentiality, including provide current work schedules to appropriate administrators, adjusting hours as necessary to meet family and program needs
15. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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KNOWLEDGE, SKILLS & ABILITIES:

- Ability to relate to and communicate with expectant mothers, infants, toddlers, preschool children, and families in ways that ensure a sense of safety and security
- Ability to travel to a variety of locations and work a fluctuating schedule to meet program requirements
- Ability to communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
- Ability to prepare and maintain required program records.
- Ability to function as an effective team member with co-workers and the community to build productive, collaborative relationships and to achieve program goals and objectives
- Ability to effectively use technology
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
- Ability to plan and implement home-based learning experiences that promote progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five, including for children with disabilities and dual language learners, as appropriate, and to build respectful, culturally responsive, and trusting relationships with families.

EDUCATION, TRAINING & EXPERIENCE:

- High school diploma or equivalent

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Home-based CDA credential or comparable credential, or equivalent coursework as part of an Associate's or Bachelor's degree
- Valid driver license and record of safe driving
- Must maintain a driving record that meets the standards of the District Safe Driver Plan. Driver license must be maintained as a condition of continued employment
- Initial health examination that includes screening for tuberculosis
- Satisfactory completion of American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) course for infants and toddlers or agree to meet this requirement within one (1) year of employment
- Must maintain pediatric first aid and CPR certifications as a condition of continued employment

PREFERRED QUALIFICATIONS:

- College coursework/training in Early Childhood, Social Work or related field
- Previous training and/or experience working with infants, toddlers, and/or prekindergarten children
- Bilingual
- Experience working with families in poverty
- Experience working in schools and with social services agencies
- Experience facilitating meetings with parents and other community members
- **Current and former parents or guardians of children served by the Head Start program will receive preference for employment in vacancies for which they apply.**

SUPERVISORY RESPONSIBILITY: None

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

<input type="checkbox"/> Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/> Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
<input checked="" type="checkbox"/> Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/> Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/> Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

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PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

R	Sitting	Resting with the body supported by the buttocks or thighs.
R	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
F	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
R	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
F	Bending	Lowering the body forward from the waist.
F	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
F	Kneeling	Bending legs at knee to come to a rest on knee or knees.
F	Crouching	Bending the body downward and forward by bending leg and spine.
O	Crawling	Moving about on hands and knees or hands and feet
F	Twisting	Moving body from the waist using a turning motion.
R	Reaching	Extending hand(s) and arm(s) in any direction
R	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to 20 pounds of force
R	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
R	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
R	Grasping	Applying pressure to an object with the fingers and palm.
R	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
R	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)

<input type="checkbox"/>	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
<input type="checkbox"/>	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<input checked="" type="checkbox"/>	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
<input type="checkbox"/>	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the

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	ambient noise level.	
<input type="checkbox"/>	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
<input type="checkbox"/>	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
<input type="checkbox"/>	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	Respirator	The worker is required to wear a respirator.
<input type="checkbox"/>	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
<input checked="" type="checkbox"/>	Other	The worker is required to work in families' homes on a daily basis, which may subject them to lack of air conditioning and other family environmental conditions that may affect existing health conditions.

MACHINES, TOOLS, EQUIPMENT:

(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc. Automobile.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.