

JOB TITLE: EARLY HEAD START -HOME VISITOR**JOB DESCRIPTION:**

This employee is responsible for supporting families toward the fulfillment of their child's potential for intellectual, social, emotional, physiological growth, and maturation and assisting designated program staff.

Duties of this position include but are not limited to:

1. Planning:
 - a. Assisting with selecting, developing and preparing appropriate instructional material for the family.
 - b. Cooperating with other members of the staff in planning and use of instructional materials and in the performance of their duties.
 - c. Providing for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
2. Programming Under the Guidance of Designated Staff Members:
 - a. Assisting with planning weekly home visits, attending socialization groups, coordination of periodic medical screenings and with Family Center activities.
 - b. Conducting parent interviews and family needs assessments.
 - c. Conducting developmental screening and assessments.
 - d. Providing families with developmentally appropriate activities and information designed to enhance the child's intellectual, social-emotional, motor, and language abilities.
 - e. Assisting with recruiting and enrolling eligible families in the program.
 - f. Providing program parents with guidance on home safety, nutrition, effective discipline, constructive play activities, and other related topics.
 - g. Providing information on community and agency services and referring families to community resources to include medical and mental health providers and the interagency network for other services as needed.
 - h. Providing parents with information regarding childhood immunizations.
 - i. Assisting with coordinating doctor, dental visit and other community needs identified by the families, including transporting family member when necessary.
3. Communicating:
 - a. Providing designated staff with information regarding home visits, screening and results, community services and referrals, resources and family needs.
 - b. Working with support services team members, staff, health and/or social services in the performance of their duties.
 - c. Participating in the recruitment, screenings and staffing of children.
4. Public Relations:
 - a. Making provision for being available to families for education-related purposes outside the instructional day when required or requested.
 - b. Attending and participating in meetings.
 - c. Working to establish and maintain open lines of communication with families

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concerning the intellectual, social, emotional, physiological and maturational growth of the child.

- d. Establishing and maintaining cooperative relations with other employees and service agencies.

5. Reporting and Clerical Duties:

- a. Maintaining and promptly submitting accurate, complete, and correct records as required by federal/state guidelines, district policy and administrative regulations.
- b. Assisting with maintaining an inventory of parent resource materials and coordinating family check-out procedures of resource materials.
- c. Completing clerical and accounting tasks necessary for the effective functioning of program activities.
- d. Maintaining individual records on children including screenings, assessments, referrals, progress reports, documentation of home visitation activities, etc.
- e. Other responsibilities as directed by his/her immediate supervisor.

REQUIRED QUALIFICATIONS:

- 1. At least 18 years of age.
- 2. Must have a Child Development Associate (CDA) credential; or sign a condition of employment acknowledging that a CDA credential must be obtained within one (1) year of employment.
- 3. Must have a high school diploma or equivalent.
- 4. Ability to relate to children and parents.
- 5. Valid Florida Drivers License.
- 6. Within thirty (30) days of employment, pass an initial health screening that includes screening for tuberculosis to assure that there is no significant risk to the health and safety of others.
- 7. Must have satisfactorily completed an American Red Cross First Aid and CPR course for infants and toddlers; or sign a condition of employment acknowledging that this is requirement must be met within one (1) year of employment.

DESIRED QUALIFICATIONS:

- 1. Experience working with prekindergarten children.
- 2. Experience working with economically disadvantaged children.
- 3. Individual is representative of the population being served.
- 4. Computer skills.
- 5. Bilingual ability.
- 6. Training in Infant and Toddler development and care.
- 7. Home Visitor or Infant Toddler Child Development Associate (CDA) credential or equivalent.

*Current and former parents or guardians of children served by the Prekindergarten/Head Start program must receive preference for employment in vacancies for which they apply.