

## JOB TITLE: Home Visitor

- PAY RANGE:** Job category range \$19.07 to 26.54. Starting pay \$19.07
- LOCATION(S):** Travel all around the county in an agency owned vehicle. Office located in Belfast, NY
- WORK YEAR:** 12 months
- WORK HOURS:** Generally 8:30am -4:00pm Monday through Friday with occasional evening and weekend hours required.
- JOB SUMMARY:** Delivers comprehensive home-based educational and family support services in families' homes by assessing child and family strengths and needs; partnering with families to establish and achieve goals; conducting home visit activity sessions; and facilitating parent engagement activities. Carries a caseload of 12 families, providing 1.5 hour education and family support services in families' homes each week.

### Characteristics of an Effective Home Visitor:

The ideal candidate will be empathetic, compassionate, and responsive to each child and family's unique needs. Home Visitors need to be highly organized, possess a strong ability to work independently, display sound technology and problem-solving skills, and be adaptable to change. They must be committed to making a difference in the lives of children, families, and the communities in which we live/serve.

### Qualifications:

Home Based Child Development Associate Credential or comparable credential (120 hours of training and 480 hours of experience in a home based setting)

-or-

Coursework (at least 18 credit hours) equivalent to a Home Based Child Development Associate credential as part of an associates or bachelor's degree.

Applicants that do not meet the educational requirements must be willing to obtain a Home Based CDA within one year of hire.

Family Development Credential preferred.

### Job Description:

Promotes the school readiness and healthy growth and development of enrolled children and families by planning and implementing the home visiting curriculum and promoting children's 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.

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Builds respectful, culturally responsive, and trusting relationships with families.

Cooperatively plans and implements educational home visit activity sessions with parent(s) and children by assessing children's developmental outcomes and individualizing services to meet their needs, by assisting families in achieving self sufficiency and accomplishing family generated goals by assessing needs and strengths and developing Family Partnership Agreements.

Enhances each family's linkages to community resources by coordinating and/or delivering educational workshops, family socializations, parent committees, and volunteer activities; making and following up on referrals for needed supportive services; providing family advocacy services; and providing coordination of service delivery.

Organizes and documents each family's individual program planning and services delivery by maintaining updated, accurate records, including activity plans, individualized activity plans, volunteer reports, health information, case notes, case conferencing, special needs services reports, etc.

### ACCORD BENEFITS:

- This is a full-time twelve-month position.
- Choice of 2 medical plans (co-pay or high deductible with health savings account option)
- Dental and vision insurance plan options, generous leave time (up to 4 weeks in the first year of employment)
- 13 paid holidays (11 holidays and 2 floating holidays)
- Opportunity to contribute to a 403(b)-retirement plan upon hire with a 5.5% employer match
- Professional development advancement opportunities
- Up to 56 hours paid sick leave

**Everyone is welcome! We make a difference to our community.**

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**SUBMIT COVER  
LETTER, RESUME,  
& ACCORD  
APPLICATION TO:**

**MAIL:** TRINA LAFLEUR, HRDIRECTOR  
ACCORD CORPORATION  
P.O. BOX 573 | 84 SCHUYLER STREET  
BELMONT, NY 14813  
**EMAIL:** [tlafleuf@accordcorp.org](mailto:tlafleuf@accordcorp.org)  
**FAX:** 585-268-7607

*Everyone is welcome here. We make a difference in our Community. We are actively seeking diverse candidates to join the ACCORD team and encourage applications from candidates of color. ACCORD is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran, or disability status.*