## A green triangle with a letter Description automatically generated with low confidence **ACCORD CORPORATION**

## **Job Description, Qualifications, and Evaluation Documentation**

## **Job Title:** **Home Visitor**

## **Division: Head Start**

## **Reports To: Enrollment & Home Based Manager**

**FLSA Classification:**  **Non-Exempt**

**Job Category:**  **Learned Professional II**

**Pay Range:** **$19.52-$31.23**

**Work Year: 12 months**

**Work Hours: 35 hours/week, generally Monday-Fridays, hours established based on program needs, with some evening/weekend work required**

**Job Description approved by Human Resources Director: 5/22/2024**

## **Job Overview:** Supports parents as the primary educators of their children by preparing and assisting parents in implementing curriculum activities in their home environment; educating parents on a wide array of early childhood education topics, conducting screening and assessments, assessing family strengths and needs, and partnering with families to establish and achieve goals.

## **Essential Job Responsibilities and Duties:**

Promotes the school readiness and healthy growth and development of children by cooperatively planning activities with parents and implementing the home based curriculum to fidelity including supporting parents in implementing activities with their children in their home, conducting child screening and assessments, ensuring up to date health requirements, and individualizing services and instruction to meet the needs of each enrolled child and family.

Builds respectful, culturally responsive, and trusting relationships with families allowing for effective family services delivery including home visiting and socialization experiences; family assessment, linkages to supportive services, and service coordination; goal planning; and supportive follow up services resulting in family progress documented on the self-sufficiency matrix, attainment of family generated goals, and long term self-sufficiency.

Promotes shared governance principles by assisting families in operating parent committee meetings, electing representatives for Policy Council, providing parent education services, and encouraging volunteer opportunities where parents and community members can support the program through donated goods and services (inkind).

Organizes and documents each child and family’s individual program planning and services delivery by maintaining up-to-date and accurate records in all service areas.

Maintains a full caseload and waiting list by identifying, coordinating, and implementing recruitment activities and enrolling eligible children.

Assists parents with accessing evaluation and special services for children with suspected delays by coordinating CPSE/EI referrals; providing advocacy and education; contributing to composition of specialized plans; and implementing recommendations.

Maintains and implements professional and technical knowledge by attending training, establishing professional networks, and documenting training attendance.

Promotes a positive agency image and credibility by adhering to our code of conduct.

Assures effective risk management practices by identifying and reporting potential safety, ethical, and legal concerns.

Contributes to team effort by accomplishing program goals and completing other duties as assigned.

**Required Skills & Abilities/Decision Making:**

Understands and agrees with agency mission of eliminating causes of poverty

Leadership, presentation, and organizational skills

Ability to communicate effectively and accurately assess situations and determine course of action.

Ability to disseminate information garnered through meetings and training.

Demonstrated skills using technology.

Ability to travel within NYS and occasional out of state travel.

Ability to function under a variety of working conditions and manage multiple tasks

Accept supervision and feedback from colleagues, treat colleagues, staff and program participants with respect

Maintain a safe/clean working environment.

Ability to use good judgement and make sound decisions

Protects confidentiality in a manner that complies with program and agency policies.

Data driven decision making

**Time Expectations:**

Will work all assigned hours and report to work on time.

Will meet all time frames and due dates without reminders.

Will make appropriate use of leave time to balance personal, agency and workload needs.

**Qualifications:**

**EDUCATION**: 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 associate or bachelor degree.

Family Development Credential preferred.

**License Requirements:** Current, valid driver’s license and clean driving record.

**EXPERIENCE:** Two years experience in early childhood education programming and/or working with children and families preferred. This position requires the ability to work independently and strong organization, communication, problem solving, and technology skills.

Must demonstrate competency to plan and implement home based learning experiences that ensure effective implementation of the home visiting curriculum and promote children’s progress across the standards including children with disabilities and dual language learners, and to build respectful, culturally responsive, and trusting relationships with families.

**Environment & Physical Demands:** (This position may require the following physical demands and exposures):

The employee may be required to engage in talking, hearing, carrying objects, grasping, using manual dexterity, seeing peripherally, sitting, standing, walking, crawling, crouching, kneeling, listening, seeing near and far, and general lifting. Computer work is an essential function of this position and vision strain is a potential exposure. The employee may be exposed to muscular strain, noise, odors, and virus/bacteria. This position requires the ability to drive a personal or agency owned vehicle to conduct home visiting.

**Approvals and Acceptance**

I have read and understand this job description and evaluation documentation. I accept the responsibilities and agree to fulfill these duties.

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Employee Signature Date

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Supervisors Signature Date