

**COMMUNITY ACTION PARTNERSHIP  
OF GREATER ST. JOSEPH**

**TEAM** Prenatal to Five Head Start  
**TITLE** **Home Visitor**  
**REPORTS TO** Education Coordinator  
**SALARY RANGE** Grade 3  
**FLSA STATUS** Non-Exempt

**Rev. 2/09**

**DEFINITION**

Deliver all component services of the Prenatal to Five Head Start Program into the homes of participants and their families.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- A. Complete 1½ hour home visit with each family on caseload;  
four per month-home base only (EHS & HS)  
two per month-center base (EHS only)  
that focuses on:
- Child development education/promotion
  - Developmental screening and follow-up
  - Health education and monitoring (physical and mental)
  - Nutrition education
  - Focus on parent involvement
  - Parent-child relationship building
  - Assessing community services
  - Family goal setting and support
  - Educational and supportive services to pregnant women (EHS only)
- B. Complete necessary assessments to support all areas of child's development.
- C. Complete Family Self Sufficiency Scale with each family on an ongoing basis and assist family in establishing/working towards goals.
- D. Plan and carry out two monthly socialization experiences for Home Base families including:
- Timing based on child's needs and parents' schedules
  - Focus on parent-child interactional activities
  - Flexible activity scheduling
  - One theme-several activities/materials for different age groups
  - Language/literacy activity at each session
  - Cultural activities (e.g. music, art)
  - Flexible environment ( use of barriers, open space, strategic placement of toys)
  - Sleeping opportunities/equipment (EHS only)
  - Feeding/food preparation opportunities (formula, strained foods, finger foods, solids)
  - Space for diapering/toileting
  - Selection of space (in family's home, neighborhood; consistent place)

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- Child care for older siblings
  - Staffing (group leader, home visitor, volunteers, parent/child aids, parents)
  - Recruitment (home visitors, other parents, other agencies)
  - Creatively appeal to busy parents (e.g. dinner, meet TANF or child welfare requirements)
  - Transportation (bus v. van, cabs, home visitor as chauffeur, tokens)
- E. Plan and meet monthly with parents to discuss aspects of program, as well as provide activity for families at Family Fun Night. Will encourage parents to run for parent committee office(s) and Policy Council representative(s).
- F. Will participate in the planning and implementation of a transition plan for child/family when child reaches 30 months of age. Will support child/family in transition process following written transition procedures.
- G. Meet with direct supervisor for reflecting, planning and problem solving sessions, as well as seek component assistance as needed from Head Start coordinators.
- H. Complete required recordkeeping accurately and promptly including inkind requirements.
- I. Attend all pre- and in-service training.
- J. Maintain professional standards in a work setting.
- K. Seek positive community support for the Home Base effort (group participation, public speaking, word-of-mouth).
- L. In the absence of a Family Advocate, recruit and enroll families.
- M. Other duties as assigned.

### **EDUCATION/EXPERIENCE**

Required: High school diploma or GED.

Preferred: CDA/College degree.

### **REQUIREMENTS**

- Experience working with children ages 0-5.
- Physical ability to interact with children on their level.
- Knowledge of area agencies and services.
- Have the ability to review and accurately complete paper work used for enrollment and statistical purposes.
- Family Development Specialist certificate before end of second year of employment.
- Home Base CDA-certified within 18 months of employment.
- If Home Visitor has College Degree other than Early Childhood, six Early childhood courses will be required.
- Ability to work independently, with others and as a team member.
- Ability to read, write, and complete forms using necessary math.
- Accurate and timely recordkeeping.
- Computer skills.
- Some night meetings and/or home visits.
- Must be able to attend some evening and/or weekend meetings or trainings (out-of-area).

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- Some overnight travel.
- Must pass criminal records and Child Abuse/Neglect checks.
- Physical and tine test (TB) immediately upon employment. Obtain yearly TB test and a physical every other year.
- Maintain and update CPR/First Aid certification.
- Own insured transportation. Ability to transport self to training events, meetings, and other work sites as needed.
- Acquire Class E (chauffeur’s license) within 90 days of hire.
- Must be able to lift up to 50 pounds.
- Must be able to stoop, bend, sit, and stand for extended periods of time.
- May be asked to bus monitor, work in classroom, or prepare meals for large groups of children/adults.
- Commitment to the agency mission, vision and values.
- Follow Personnel and Fiscal Policies and Procedures.
- Confidentiality, tact and discretion in dealing with people.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.

**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.

**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.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Employee Print Name: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date