

# Total Action tap For Progress into hope

## **JOB DESCRIPTION**

**JOB TITLE:** Home Visitor

**COMPONENT:** Early Head Start/Head Start

**SALARY:** \$9.32 - \$13.08/Hourly

**CLASSIFICATION:** Non-Exempt

### **DEFINITION AND PURPOSE:**

Responsible for assisting parents to meet their child's educational needs. Ensure the Home-Based Program exemplifies the Head Start philosophy of supporting and encouraging family goals and objectives, involving parents in the development and education of their children, and strengthening the capacity of parents and families to become self sufficient. Support parents in their efforts to increase skills and knowledge that will enhance family interactions and meet family goals. Serve as a resource person for families, making them aware of community resources that will help meet their health and social services needs.

### **ORGANIZATIONAL RELATIONSHIPS:**

Supervised by: Home-Based Coordinator  
Indirectly Supervised by: Early Head Start Education Coordinator

Supervises: No One

Coordinates with: All Head Start Service Area Staff, Community Agencies and educational institutions, Parents and families of children enrolled in the Home-Based Program, Volunteers for Home-Based Program

### **RESPONSIBILITIES:**

- Child Development/ Home Visits
  - Works with families on a one-to-one basis during 32 scheduled, 90-minute visits per operational year.
  - Schedules Home-Based Supervisor to accompany Home Visitors on at least one home visit per operational year.
  - Schedules resource staff to accompany Home Visitor on weekly visits when deemed necessary by Home Visitor and/or Home-Based Supervisor.
  - Prepares developmental materials and presents them to parents, weekly.
  - Provides parents with training on topics related to child development and guidance.
  - Assists parents in developing ways to use items found around the house as a teaching tools, weekly.

- Provides children with a group socialization experience of 2 ½ hours, twice a month.
- Administers screening and assessment instrument to all children following the program schedules.
- Repeats screening instrument for all the children who score below the cut-off score in 30 days.
- Implements plan to use screening tool results as a basis for follow-up activities to be documented in the Home Visit Plan.
- Completes the Creative Curriculum Continuum three times per year, as scheduled.
- Prepares the Creative Curriculum Planning and Progress Report with the parent's assistance three times per year as based on the Creative Curriculum Developmental Continuum.
- Family and Community Partnership
  - Assists families to identify strengths and to identify and develop a plan for addressing family challenges.
  - Maintains confidentiality of family records and information received at all times.
  - Encourages parents to attend appropriate Head Start meetings, providing transportation when necessary.
  - Offers families the opportunity to develop individualized family partnership agreements.
  - Secures necessary resources to meet family social service and health needs.
  - Serves as a liaison and advocate for families with community agencies and organizations.
  - Provides families with up-to-date information directory of community agencies and organizations.
  - Provides referrals to community resources and assist parents in gaining access to the referred service.
  - Organizes the Home-Based Parent Committee, annually.
  - Advises the Home-Based Parent Committee Chairperson in planning meetings, activities and trainings.
  - Conducts election of officers for Parent Committee, annually.
  - Assists in providing Parent Officer training, annually.
  - Notifies parents of Parent Committee meetings, monthly.
  - Submits complete list of elected officers and representatives to Policy Council and Service Area Committees to the Home-Based Coordinator and Supervisor of Family Services annually and updates as needed.
  - Develops Parent Training Plan based on the tally of Parent Interest Surveys and mandated training, annually.
  - Completes and tallies the Parent Interest Survey within the first 30 days of the operational year.
  - Submits Parent Committee agenda, minutes and sign-in sheet to Supervisor after each meeting.
  - Provides information and training for parents regarding child abuse and neglect.
  - Reports instances of child abuse or neglect to local Child Protective Services agency and to Home-Based Supervisor, as necessary.

- Reports crisis situation to Supervisor and works to develop a plan for assistance for the family in crisis, as needed.
- Submits physical examinations and immunization records to Home Based Coordinator on incoming children at the time of enrollment.
- Health
  - Completes in-take interviews on new children, annually.
  - Gathers, assesses, and submits well child checks and immunizations to Information Systems as received.
  - Schedules dental appointments for children when necessary.
  - Instructs parents and children in basic dental hygiene skills, and distributes new toothbrushes, as available.
  - Obtains, and keeps readily available, emergency telephone numbers for all children for field trips and group sessions.
  - Reviews and provides training in first aid and fire safety with parents and children, annually.
  - Performs weekly health inspection for each child.
  - Teaches and models good hand washing techniques.
  - Discusses nutritional values during food experiences at home or at group sessions, taking into account and respecting cultural differences.
  - Uses food experiences as a means of teaching language arts, colors, math, science, social skills, and hygiene practices.
  - Uses puppets/role play to introduce health services (dental care, immunizations, etc.) as a way to calm children's fears.
  - Refers children and families for nutritional counseling when weight or nutrition is more of a concern than for a typical child.
  - Provides families, when necessary, transportation to medical and dental services.
  - Secures necessary resources to meet family health needs.
  - Makes referrals to Disabilities or Behavioral Health Coordinator, as needed.
- Supports a team approach in serving as a member of the Education Staff.
  - Attends appropriate service area committee meetings when scheduled.
  - Attends in-service training, conferences, workshops, etc. upon request.
  - Actively participates in his/her own professional development long-range plans.
  - Meets with Supervisor monthly for supervision or upon request.
  - Serves as a member of the Home Based Child Development Team.
  - Attends all scheduled Home-Based staff meetings.

- Record Keeping/ Monitoring
  - Maintains and updates Family Services and Health records throughout the year, as necessary.
  - Develops Home Visit Plans based on identified family needs, with parent participation, weekly.
  - Submits completed health records to Home-Based Coordinator, on a bi-weekly basis during the first 90 days of the operational year.
  - Provides all required records to Home-Based Coordinator at bi-weekly staff meetings as outlined in the yearly Home-Based Timetable.
  - Maintains a system for tracking results of family referrals to community services agencies, ongoing.
  - Submits copies of completed enrollment packet including health forms to Information Processing Coordinator.
  - Reviews Child Plus Reports, bi-weekly.
- Adheres to NAEYC code of Ethical Conduct as adopted by TAP Head Start.
- Attends community services meetings and networks with other agencies to facilitate services to families
- Performs other duties as assigned and required.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the social service and health resources available for a specific community as well as the wider Roanoke Valley area.
- Working knowledge of the law pertaining to child abuse and neglect and can present this information to families in an effective manner.
- Good knowledge of adult learning principles and can use this knowledge to infuse the parent training programs with interesting activities that relate to families with pre-school children.
- Understand and maintain good interpersonal relationships with parents in order to organize a parent committee team and provide meaningful home visits.
- Display a non-judgmental attitude toward children, adults and families, focusing on family strengths and achievements.
- Skill in planning educational activities appropriate for infants and toddlers.
- Skill in effectively communicating with adults and children.
- Experience or skill in locating and utilizing local community resources.

**TRAINING, EDUCATION AND EXPERIENCE:**

- BS/BA or AA Degree with concentration in early childhood or related field.
- Two years' experience or training in Infant/Toddler Development or related early childhood field.

### **SPECIAL REQUIREMENTS:**

- Valid Virginia Operator's license with a good driving record and reliable transportation.
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services.
- First aid and CPR certification, or be able to obtain certification within six months of hire.
- Physical activity of this position – climbing; ascending and descending ladders, stairs, scaffolding, ramps, poles and the like; balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, use of fingers for – picking, pinching and typing; grasping, feeling, talking, hearing, repetitive motion of the wrists, hands, and/or fingers.
- Physical requirements of this position – medium work; exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently, and/or up to 10 pounds constantly to move objects.
- Visual acuity requirements – close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Conditions subject to in this position – environmental conditions; protection from weather conditions but not necessarily from temperature changes.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

*Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources" in support of TAP's anti-poverty efforts.*

TAP hires only U.S. Citizens and lawfully authorized aliens.

**Equal Opportunity Employer/Drug Free Workplace**  
*Bilinguals Encouraged to Apply*