

Title: Early Head Start Home Visitor
Position: Full Time
Location: Kickapoo Head Start
Supervisor: Head Start Director

Position Purpose:

This position assures that through a systematic outreach process, eligible children and families will be enrolled in the Early Head Start Program. In addition, the position assures that through a planned program of experiences, the parental role as the principal influence in the child's development will be supported and enhanced to meet individual differences and needs of each child and family in the program. This is done through a team approach between the families and childcare providers (home and center). Support and assistance will be given to recognize the family strengths and to develop linkages and relationships within the community for any services needed.

Essential Job-related Responsibilities: Performance Indicators:

- Establish an on-going Parent and Family Partnership with participants of Early Head Start.
- Assist as needed in the EHS classroom to provide developmentally appropriate activities and implement classroom routines.
- Visit EHS Home-Based families in the home to provide developmentally appropriate activities to children and families.
- Collaborate with the EHS team to ensure Early Head Start Performance Standards are met.
- Utilize the Family Strengths Assessment to set family goals.
- Provides training, resources and support to parents in the areas of child development.
- Facilitates training sessions to strengthen parenting skills.
- Provides information for optimal prenatal health and preparation for labor and delivery to prenatal mothers.
- Plans, organizes and facilitates group socializations for EHS families twice per month.
- Documents and maintains Early Head Start Program records of home visits, family contacts, referrals, In-Kind, observations, lesson plans, health tracking and other pertinent documentation.
- Facilitates a smooth transition process of children and families from EHS program into quality Head Start or other preschool or child development programs.
- Collaborates with classroom and management staff on an on-going basis to support teamwork.
- Perform duties related to the goals of the EHS Program.
- Promote and support an effective work climate.
- Complies with all state, tribal, and federal guidelines as stated by grant awards and approved by Tribal Council. Complies with all Civil Rights Laws.
- Attends all training and workshops scheduled to enhance job related skills or meet licensing regulations, works cooperatively within the office, and other employees, agencies and the general public as needed.
- All other duties assigned.

Minimum Requirements:

Home based CDA credential or comparable credential, or equivalent coursework as part of an associates or bachelor's degree and Demonstrated competency to plan and implement home based learning experience that ensure effective implementation of the home visiting curriculum and promote children's progress across the standards described in the Head Start Early Learning Framework. One to two years' experience in child development.