



## Job Description

**Job Title:** Home Engagement Educator  
**Department:** Early Head Start  
**Reports To:** Infant and Toddler Specialist  
**FLSA Status:** Non-Exempt  
**OSHA Category:** Category 1

**Summary:** Act as home-based liaison-ensuring children and families are educated and referred to the appropriate community service as needed.

### Essential Duties and Responsibilities:

- Plan, implement, and coordinate home base services that incorporate prenatal education services for prenatal mothers and age-appropriate development activities for children in partnership with the family in accordance with approved curriculum and Performance Standards.
- Incorporate all aspects of Head Start's comprehensive services such as health, nutrition, mental health, etc. into home visits based on family goals/needs.
- Assure each child enrolled in home-based services receives the appropriate individualized lessons in relation to development.
- Consult with appropriate specialist regarding special needs, services needed, and/or problems affecting the children, prenatal mothers, and/or family.
- Conduct developmental and behavioral screenings for infants and toddlers within specified timelines as well as post-partum depression screenings with prenatal clients.
- Encourage and integrate parent participation into home visit activities, center activities, and any other activity in which children are involved (feeding, diapering, health screenings).
- Conduct growth and development assessments of all home-based children routinely as specified in training.
- Conduct the required number of home visits with parent and/or guardian of each child assigned during the program term.
- Keep all education materials, toys and supplies in good repair.
- Keep accurate home visit participation records reporting cancelled visits to the central office on a daily basis.
- Keep all play, rest, instructional areas, rest rooms, and storage rooms clean and safe for socialization days.
- Maintain current, confidential files on each enrolled child and prenatal client.
- Maintain and submit all required records and reports, if necessary, to the central office by designated deadline.
- Assist with transportation duties as needed.

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- Ability to communicate and interact with families in a warm and caring manner.
- Ability to develop consistent, stable, and supportive relationships with infants, toddlers, and prenatal clients.
- Attend assigned trainings.
- Maintain a full caseload by utilizing recruitment strategies.
- Perform other duties as assigned to enhance, improve, and accomplish the agencies mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

**Supervisory Responsibilities:**

This position does not have supervisory responsibility.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in a timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

**Core Values**

To perform this job successfully, you must adhere to the agencies core values:

- |                      |                 |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork           | • Considerate   |
| • Equality           | • Innovation    |
| • Respect            | • Ethics        |

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and familiar with office equipment. Must have good recall memory, organizational and listening skills. Ability to communicate effectively with staff, parents, and school personnel.

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**Education and/or Experience:**

Must have high school diploma or GED equivalent and ability to obtain a minimum of a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's or bachelor's degree; and 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 described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five, including for children with disabilities and dual language learners, as appropriate, and to build respectful, culturally responsive, and trusting relationships with families. Must obtain physical every two years, current DOT physical for CDL, initial tine test or a TB Risk Assessment, First Aid and CPR as necessary per Performance Standards, food handler’s permit, OSHA training among other State and Federal requirements. Must obtain Child Development Associate (CDA) credential within 6 months of hire date; required Commercial Driver’s License (CDL) with school bus and passenger endorsements within 12 months of hire; and Family Service Credential within 18 months of hire.

Must have valid West Virginia driver’s license; clear criminal background and APS/CPS check must be bondable.

**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from, clients, customers, and the public.

**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.

This job requires prolonged periods of standing and walking throughout the classroom and/or home. Must be able to lift up to 45 pounds at a time. Must be able to sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children. The employee is frequently required to sit, reach, hear and talk.

**Work Environment:**

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

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Employee Signature

Date

Approved by Policy Council: July 29<sup>th</sup>, 2024

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