

MountainHeart

Job Description

Job Title: Home Visitor/Family Service Aide
Department: Head Start and 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 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 and/or family.
- 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 school year.
- Keep all education materials, toys and supplies in good repair.
- Keep accurate attendance records reporting absences 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.
- Maintain and submit all required records and reports, if necessary, to the central office by designated deadline.
- Assist with transportation duties as needed.
- Ability to communicate and interact with families in a warm and caring manner.
- Ability to develop consistent, stable, and supportive relationships with infants and toddlers.
- Attend assigned trainings.
- Other duties as assigned.
- Maintain confidentiality at all times.

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 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.

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.

Education and/or Experience:

Must have valid West Virginia driver's license, Child Development Associate (CDA) credential and Commercial Drivers License (CDL) within 6 months of hire; clear criminal background and maltreatment APS/CPS check and be bondable.

Must obtain a food handler's permit, be bondable, train in First Aid and CPR per Performance Standards and receive a physical exam with TB testing annually. Other State and Federal regulations if applicable.

Language Skills:

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

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

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.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 50 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

Employee Signature

Date