

# MountainHeart

## Job Description

**Job Title:** Home Visitor Mentor  
**Department:** Early Head Start  
**Reports To:** Infant/Toddler Specialist  
**FLSA Status:** Non – Exempt  
**OSHA Category:** Category 2

**Summary:** Plan, organize and implement home visiting services providing high quality home based education and support for children and families that encourage them to reach their full potential.

### **Essential Duties and Responsibilities:**

- Carry out goals, policies and activities designed to implement the home visiting program in accordance with the Early Head Start Performance Standards, and state and federal regulations.
- Assist in the development and evaluation of home visiting program practice, policies, procedures, and curriculum for infants, and toddlers.
- Supervise through staff meetings, observation of home visits, and parent activities.
- Oversee the planning of group socializations to ensure educational and family goals are being addressed.
- Participate in recruitment of families.
- Ensure staff and resources reflect the multi-cultural diversity of enrolled children/families.
- Assist the Infant and Toddler Specialist in identifying and providing training as needed.
- Ensure home visiting staff feel supported, have sufficient resources, and skills to perform their jobs.
- Ensure home visitors are connecting families to community resources where appropriate and coordinate a resource library for use by Home Visitors.
- Assist with ordering supplies, materials, and equipment for Home visitors.
- Attend in-service training, conferences, and continuing education as required.
- Maintain home visit caseload.
- Perform all other duties as assigned.

### **Supervisory Responsibilities**

This position does have supervisory responsibilities.

### **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.

January 4, 2017

ALL PERSONNEL ARE AT WILL EMPLOYEES

MountainHeart Community Services, Inc. is an Equal Opportunity Employer

- 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 with staff, parents, families, school personnel and community providers, and familiar with office equipment. Must have good recall memory, organizational and listening skills.

**Education and/or Experience:**

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

Associate in Early Childhood Education with emphasis on infants and toddlers or related field with supervisory experience preferred, Child Development Associate (CDA) credential, CDL, physical annually and TB testing, First Aid and CPR as necessary per Performance Standards, OSHA training, food handler's permit, among other State and Federal requirements.

**Language Skills:**

Will have the ability to write reports and business correspondence and 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 is occasionally required to climb or balance. 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.

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Employee Signature

Date