



Northcoast Children's Services

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JOB DESCRIPTION Northcoast Children's Services Head Start/Early Head Start **HOME VISITOR**

Under the direction of the Supervisor, the Home Visitor is responsible for serving families and their children through weekly home visits, bi-monthly playgroups, and monthly parent meetings. This is a non-exempt position.

THE ESSENTIAL JOB FUNCTIONS ARE AS FOLLOWS:

I. Demonstrate principles of family support

1. Develop a trusting relationship with families of enrolled children emphasizing their role as primary care giver and educator of their child and helping them to improve the quality of life for the entire family.
2. Demonstrate supportive behaviors toward families and build on their strengths and encouraging them to expand their network of support.
3. In partnership with families, NCS staff, and involved agencies make and follow up on referrals including pre-natal, well baby/child exams, mental health, social services, special needs and other concerns and coordinate logistics to insure good communication between family and all involved partners.
4. Plan and implement outreach to ensure full enrollment, strong community support and successful transitions for children and families.
5. Take a lead role in helping parents to: understand the development and temperaments of their children, grow their parenting skills, ensure their child's safety, become more involved in their child's education, and to advocate for their family well-being.
6. Conduct ongoing parenting education activities including monthly parent meetings and other special gatherings.
7. Demonstrate appropriate response to children and families that have experienced physical & emotional abuse, neglect, violence, substance abuse, and mental health concerns and strive to provide resources that address those issues.
8. Regularly observe and assess enrolled children and families in relation to developmentally and culturally appropriate norms and standards. Communicate observations and their indication of strengths and possible concern to families, supervisor and other appropriate staff.

II. Achieve positive child outcomes

9. Utilize all NCS required and additional community partner screening and assessment tools and performance standard guidance to address child health, nutrition, and development and provide effective follow-up on information gathered.
10. Encourage and assist expectant women to make appropriate preparations for the development and birth of their infants.
11. Co-plan home visits with parents based on all ongoing observations, screenings, assessments, and parent/child desires.
12. Assist parents in using existing resources in their home and neighborhoods to create safe, stimulating and educationally challenging environment for their children.
13. Provide, model and teach positive child guidance, nurturing skills and appropriate limits and effectively respond to challenging behaviors of children.
14. Organize family conferences, case conferences, inter agency conferences, and participate in child study teams, IEP/IFSP's.
15. Write objective narrative notes and maintain adequate records and submit timely, complete and readable documentation and required reports.

III. Effective management of playgroups

16. Provide child first aid and appropriately respond to emergencies/crises. Promote practices that ensure safe situations and curb the spread of infectious diseases and promote oral and physical health.
17. Provide a rich selection of instructional opportunities at playgroups. Co-plan with parents individual, small group, indoor and outdoor experiences and field trips that promote language, social-emotional and physical development leading to skills in literacy, mathematics, science, creative arts, and positive approaches to learning.
18. Promote effective teamwork by supporting all members of team and model a positive non-judgmental attitude in working with staff and families.
19. Appropriately address conflicts and differences between staff, parents, and children.

IV. Manage professional growth and development

20. Promote high quality interpersonal communication between children, families, peers, support/management staff, and community services/schools and community helpers.
21. Demonstrate self-awareness, self-regulation and motivation to assess own skills. Utilize those skills and NCS performance reviews and ongoing feedback to make and follow-up on plans for professional development.
22. Demonstrate appropriate professional role including: a) an understanding of boundaries, b) maintenance of confidentiality, c) working with allotted budget, d) timely notification to supervisor of absence from any work activity, and e) presenting acceptable behavior at all times.

23. Follow NCS Personnel and other policies, applicable State and Federal regulations and standards and NCS and Head Start and Early Head Start mission, goals, and plans.
24. Other duties as assigned

QUALIFICATIONS:

1. AA/AS degree in Early Childhood Education or 12 Semester units of ECE including the core courses and 12 semester units in Head Start related course work.
2. Two years experience in community services, working with children and families.
3. Person must possess knowledge of infant and child development and family interaction and be sensitive to the needs and characteristics of young children and families.
4. Ability to communicate effectively, both verbally and in writing.
5. Self-motivated, open, flexible and able to initiate parent and staff activities
6. Able to work cooperatively with parents and staff to ensure positive outcomes.
7. Ability to accept, reflect and act upon feedback. Facilitate and model respectful, professional communication and teamwork. Demonstrate a positive attitude. Promote Head Start to children, families, co-workers and community.
8. Must provide evidence of reliable, insured transportation available for travel during working hours.
9. Driver must provide evidence of a valid driver's license and good driving record.
10. Driver must provide evidence of current automobile liability insurance.

Physical Requirements

1. Must successfully complete a health screening and provide proof of the absence of TB no later than 7 days following the date of hire.
2. Physical agility to lift and carry objects up to 25 pounds and children up to 50 pounds for safety reasons.
3. Physical agility to bend, stoop, walk, reach overhead, push/pull, squat, twist, and turn.

Health and Safety Training Requirements

1. Must possess, or be willing to obtain within 30 days, a current pediatric first aid and pediatric CPR certificate.
2. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.