**Ohio Valley Opportunities**

**Job Description**

**Job Title: Home Visitor**

**Department:** Head Start

**Reports To:** Center Director

**FLSA Status:** Class II Non Exempt

**Prepared By:** Pat Speer

**Prepared Date: 06/27/2014**

**Approved By:** Melanie Harrell

**Approved Date:**  06/27/2014

**SUMMARY**

With the assistance of parent(s) and/or guardian(s) of low income children 3-5 years old, assess, plan and deliver appropriate activities designed to identify issues, meet family goals to facilitate the learning and growth of all designated family members in a home based setting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Recruit and enroll children and families from various segments of the community to ensure full enrollment and waitlists of assigned home based program.

Conduct home visits to facilitate the delivery of all Head Start component areas and support parents as the child’s first teacher.

Plan, coordinate, and conduct socializations and trainings for children and families according to the family needs assessment.

Ensure the screening and on-going assessments for each child.

Implement designated home based program curricula for each child and family to meet school readiness goals.

Attend or facilitate meetings and trainings as directed by supervisor.

Actively participate in community collaborations and affiliations in order to advocate for Head Start children and families.

Perform recordkeeping, including written documentation, scheduled reports, and mandated reporting, in a timely, accurate, and confidential manner.

Ensure regular communication with families regarding screenings, assessments, and surveys, in order to provide needed information regarding medical, psychological, and social services.

Partner with the families on your caseload to identify child and family needs and appropriate ways of meeting those needs through family goals and referrals.

Refer families and children to resources within OVO Head Start and community organizations for social services needs as necessary.

**REQUIREMENTS**

Maintain confidentiality in accordance with Agency policy and legal requirements.

Be honest, reliable, and dependable.

Respect and maintain rights and privacy of all staff, parents, and children.

Attend mandated trainings and meetings and seek out staff development opportunities.

Work as a team member with all staff and maintain a positive work ethic.

Act conscientiously in performing routine duties.

Adhere to OVO’s code of conduct.

**SUPERVISORY RESPONSIBILITES**

This job has no supervisory responsibilities

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to pass ongoing physical exams for State Daycare Licensing

Must be able to be certified in CPR, First Aid and Universal Precautions and maintain certification throughout employment

Must pass initial drug test and ongoing random drug testing

Must be free from TB and provide negative skin test, lung x-ray, or equivalent annually

Must pass a State Criminal History Background Check, Fingerprinting, and the State Registry as required by State Daycare Licensing standards

**EDUCATION and/or EXPERIENCE**

Must have a CDA or be working toward obtaining one.

Prefer Associate’s Degree in Early Childhood Education, or an Associate’s Degree in a related field with credit hours equaling a degree in Early Childhood Education (36 credit hours), or possess a valid waiver from OHS and be in the process of obtaining an Associate’s Degree in Early Childhood Education.

Prefer two years of experience in a child development field, or related experience working with children

**LANGUAGE and COMMUNICATION SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively communicate with community members and groups, managers, regulatory agencies, and families, both individually and in group settings.

**MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10’s and 100’s. Basic math skills with the ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

**CERTIFICATES, LICENSES, REGISTRATIONS**

Maintain valid driver’s license and automobile insurance. May be required to obtain a CDL.

**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 stoop, kneel, crouch, or crawl and talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to outside weather conditions.

The noise level in the work environment is usually moderate to loud

The physical location for this position: Center Location as assigned and in the home of the student and family.

Some out of town travel is required for training and staff meetings

**ACCEPTANCE**

I have read and understand the above qualifications and agree to abide by all OVO policies and procedures.

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Employee Date