



Head Start

Alissa Holdson
Executive Director

Ronald C Loos
Board Chairperson

Andrea Rosipko
Director

POSITION DESCRIPTION

POSITION:
EMPLOYMENT STATUS:
RESPONSIBLE TO:
SUPERVISES:
PRIMARY WORKSITE:

Home Visitor
Full Time (40 hrs)/Full Year (52 wks)
Full Time (40 hrs)/Part Year (42 wks)
Home Based Site Supervisor
None
Ashtabula Office

BASIC FUNCTION: Provide services to families with pregnant moms, infants, toddlers, or preschoolers by providing and encouraging developmental educational activities appropriate to the child's ability, interests, and family customs. Act to ensure that the child and his or her family receives all services available to Head Start families by assisting families to assess their strengths and needs, by supporting parent developed goals and by providing information appropriate to direct service or referral.

MAJOR RESPONSIBILITIES AND KEY TASKS:

- Provide, either directly or through referral, early, continuous, intensive, and comprehensive child development and family support services that will enhance the physical, social, emotional, and intellectual development of participating children.
- Provide services to parents to support their role as parents and to help the families move toward self-sufficiency.
- Ensure that children with documented behavioral problems, including behavior related to prior or existing trauma, receive appropriate screening and referral.

PROGRAM MANAGEMENT:

- Develop a partnership with parents and serve as a liaison between parents and staff of other community programs.
- Maintain and provide weekly schedules; record and report data relating to the delivery of comprehensive services and program compliance; and record observations of concerns, problems, suspected needs, and unusual behaviors.
- Keep current on changes related to program, policy, and services within the Program.

FAMILY & COMMUNITY PARTNERSHIPS:

- Assist parents in understanding the role they play as their child's most important teacher by supporting the parent and child approach, offering referrals, and encouraging participation in all parent activities including, socializations, monthly Parent Meetings, Policy Council, special trainings and community events.
- Provide strategies for helping families coping with crisis.
- Participate in various marketing strategies to advertise the program.
- Encourage parents in the pursuit of career and training goals.

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This Agency is an equal provider of services and an equal employment opportunity employer. Civil Rights Act 1964 (CRA)

EARLY CHILDHOOD AND HEALTH:

- Provide parent-focused home visits each week, and support the parent in determining appropriate educational materials already in the home.
- Provide a structured child-focused home visit that promotes parents' ability to support the child's cognitive, social, emotional, and physical development.
- Assess child's educational level and provide developmentally appropriate materials as needed.
- Support whole family health by providing information ensuring prenatal and post-partum health; physical, mental, dental and nutritional health.

DEVELOPMENTAL DISABILITIES COMPONENT

- Make referrals to appropriate community programs and professionals to support, reinforce, and assist in seeking special needs treatments, therapies, and services.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Diploma or GED and experience with a willingness to obtain the CDA credentials.

Preference given to:

- Appropriate Child Development Associate (CDA) credentials.
- Associate degree in Early Childhood Education, Child Development, or in a related field with 30 hours of qualified course work.

EXPECTATIONS:

- Must maintain confidentiality within and out of the program.
- Follow both verbal and written directions.
- Work as a team member.
- Maintain a positive attitude.
- Demonstrate flexibility working with the diverse needs and abilities of families, children, and co-workers.
- Be prompt and maintain good attendance.
- Remain current with all certifications, credentials, and non-degree license.
- Participate in post-secondary education or studies leading to a non-degree license, certificate or credential as required by position or requested by Program Management Staff.
- Participate in Professional Development trainings as requested by Program Management.

ESSENTIAL JOB FUNCTIONS:

- Must be able to physically interact with children and adults including talk, hear, sit, stand, walk; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; and stoop, kneel, crouch, or crawl and lift and or move items up to 80 pounds.
- Tasks may involve unplanned or procedure specific exposure to body fluids and possible exposure to communicable diseases. Maintain universal precautions at all times. Risk involved with travel on main highways and rural roads.

ADDITIONAL REQUIREMENTS:

- Possess a valid Ohio driver's license; and insurability monitored by the ACCAA insurance carrier.
- Completion of background checks including BCI, FBI, sex offender registry and child abuse and neglect registry.
- Pass initial and regular drug screenings.
- Perform duties as assigned.

Signature

Date