MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY
Job Description

Program: Early Childhood
Reports to: Family Community Coordinator/Manager
Job Title: Home Visitor
Supervises: No supervisory duties
Job Location: As assigned
Job Classification: Regular, Hourly, Full time / Union Position

QUALIFICATIONS

Experience: Experience providing child development and support services to families of young children, and/or pregnant women in a home setting is preferred.

Education/Credentials: Minimum of a homebased CDA credential or equivalent coursework as part of an associate's or bachelor's degree is required. A bachelor's degree in Early Childhood Education preferred. An associate's degree in Early Childhood education or bachelor's degree in a human services field may be accepted. A home-based Child Development Associate (CDA) credential must be attained within first year of employment and maintained if not already attained.

Other Factors: A standard 8 hour work day requires the ability to: **1]** primarily perform medium work—lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds; **2**] stand/walk for 1-4 hours; **3]** sit 5-10 hours; **4]** drive 1-3 hours; **5]** use hands for repetitive simple grasping, fine manipulation, pushing and pulling; **6]** use feet for repetitive movement as in operation of foot controls (driving); **7]** frequently bend, squat, twist body; and **8]** occasionally climb.

Must have reliable transportation and a valid driver's license with no more than six points.

Must be available for flexible work hours to include days, evenings, occasional weekends, and summer months.

Must abide by state requirements for MI Child Care Licensing to include health requirements, and comprehensive background checks in the form of fingerprints.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

MISSION STATEMENT FOR HOME VISITORS

To prepare young children, prenatal to age five, for school readiness through high quality early education services and family engagement.

ESSENTIAL FUNCTIONS

1. Constant and active supervision is maintained when staff member is working with children, in any capacity.
2. The health and safety of children in the care of the program is a priority for staff in any capacity.
3. Provide opportunities in the home and during socializations which increase parent understanding of child development and encourage the growth of positive parent-child relationships and parenting skills.
4. Demonstrate competency to plan and implement home-based learning experiences that ensure effective implementation of the home visiting curriculum and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages: Birth to Five, including for children with disabilities and dual language learners.
5. Work in partnership with parents to identify, implement and monitor progress towards individualized goals that address parent, child and family needs.
6. Assist in planning, implementing, and tracking child health, pregnancy and post-partum services, nutrition, and special needs.
7. Provide parent education and resources around child health and nutrition.
8. Provide referral assistance and guidance to families in crisis.
9. Advocate on behalf of children and families by identifying resources to address the needs of families to assure cooperation and information sharing.
10. Support parents in the development of advocacy skills.
11. Serve as Service Coordinator for children enrolled in Early On, as assigned.
12. Serve as lead of the center team in planning, promoting and facilitating center parent involvement activities to include center parent groups parenting classes, and other parent involvement activities, as assigned.

13. Assist with parent involvement activities as assigned, to include, but not limited to: providing child care, food service, activity prep, and clean up.
14. Participate in recruitment efforts as assigned or needed.
15. Schedule and complete enrollment applications for the Early Childhood Program in an accurate and timely manner.
16. Facilitate the transition of children and families exiting the program.
17. Maintain staff and family confidentiality by limiting conversations about them and access to their records to those directly involved in providing services to them and by ensuring that confidentiality policies are followed across the program.
18. Promote a collaborative, productive working environment by following established communication protocols, clearly articulating expectations, outcomes, and timelines, and using conflict resolution and negotiation skills when needed.
19. Develop and implement ongoing professional development goals as approved and/or assigned.
20. Actively support program efforts to initiate and maintain community partnerships to promote communication, cooperation and sharing of information among local, state or national committees/advisory groups/boards to improve services to children and families.
21. Develop and maintain competency in the use of a variety of technology systems as directed by supervisor.
22. Complete all documentation and reporting requirements in an accurate and timely manner.
23. Support the program's efforts to generate Non-Federal Share.
24. Maintain regular and punctual work attendance.
25. Abide by all CAA/Early Childhood Personnel Policies.
26. Identify as a mandated reporter and follow all mandatory child abuse/neglect reporting procedures set forth by the program.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. Nothing in this job description restricts Management's rights to assign or reassign duties and responsibilities to this job at any time.