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GLEAMNS HUMAN RESOURCES COMMISSION, INC.

JOB DESCRIPTION

Job Title: Home Visitor	Status: Non-Exempt
Department: EHS-CCP	Date Approved: 7/21/2020
Reports To: EHS Manager	Approved By: CEO
Developed: July 2020	

PRIMARY PURPOSE or JOB SUMMARY

Responsible for supporting families in meeting their goals and providing in-home instruction to infants and toddlers.

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

1. Conducts weekly, or more as required, home visits to young children and their families.
2. Implements curriculum for child development in the context of the home and during group socialization experiences.
3. Facilitates group socialization experiences and other family group activities.
4. Provides education and support services to families.
5. Conducts screenings and ongoing assessments of children's development.
6. Collaborates with families to establish family development goals and documents this collaborative process in family partnership agreements.
7. Promotes parental involvement in curriculum planning, program governance, and the overall Program.

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8. Monitors and educates parents with respect to children's health status, including medical follow-up, physical health, dental health, mental health, and nutritional intake.
 9. Provides management, crisis intervention, and resource referral services.
 10. Acts as a liaison and advocate between community resources and Early Head Start families.
 11. Completes documentation of home visits, socialization experiences, and other relevant activities.
 12. Maintains confidentiality of family records and information.
 13. Participates in required training sessions and/or conferences.
 14. Performs other duties as determined and assigned by GLEAMNS.

WORKING CONDITION

Willingness to work primarily in the homes of families and flexible with respect to travel requirements, time, and dates able to work. Schedule and hours depend on needs and availability of the families. May include some evening or weekend hours. Must have valid state Driver's License and proof of insurance. Must provide own vehicle for home visits.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

Bachelor or Associate Degree in child development, education, social sciences, or a related field. Must have at least two years of experience working with children and families in a human service setting.

Valid State Driver's License.

EQUIPMENT AND MACHINES

Computer

ADDITIONAL COMMENTS

Must be self-motivated and work without direct supervision. Must be able to communicate effectively in English in both verbal and written format. Must have ability to communicate with a variety of people and maintain strict confidentiality of program data. Ability to maintain effective working relationships with people of varied social, cultural, and educational backgrounds. Must be physically capable of performing the essential functions of this job. Must be cooperative and display a positive attitude towards working as a team with other staff members. Must exercise discretion and sound judgment in the performance of assigned duties.

This position assumes a team relationship with other program components and the performance of any other related duties.