



Mid Florida Community Services, Inc.
 820 Kennedy Blvd.
 Brooksville, FL 34601
 Phone: 352-796-1425 Fax: 352-796-9952

Apply online @ www.mfcs.us.com

POSITION TITLE:	Home Visitor
DEPARTMENT:	Head Start
SUPERVISED BY:	Home-Based Coordinator

JOB DESCRIPTION

POSITION SUMMARY: Responsible for the delivery of comprehensive home based services to children and families. Will establish positive, supportive and reciprocal relationships with families and children to promote children’s progress as described in the Head Start Early Learning Outcomes Framework.

ESSENTIAL JOB FUNCTIONS:

- Coordinate bi-monthly socializations that include experiences and opportunities for parents that allow infants and toddlers to maximize their growth and development. across all domains.
- Coordinate experiences and opportunities during planned weekly home visits (90 minutes each) with the parent that allow infants and toddlers to maximize their growth and development across all domains by implementing an individualized plan based on both formal and informal assessments.
- Assist families in understanding child development and identification of developmentally appropriate expectations.
- Schedule, support, and follow through with developmental screenings of infants and toddlers in collaboration with their family.
- Support and encourage parent-child bonding, attachment, and parent’s development of relationship-based, responsive caregiving.
- Promote the primary goal of supporting child/parent interactions and relationships during socializations. Encourage families to network and socialize.
- Support families in providing an appropriate environment and activities which support their child’s education, intellectual, social-emotional, motor, and language abilities.
- Provide parents with guidance on home safety, nutrition, effective discipline, constructive play activities, and other related topics.
- Encourage parent involvement and parent participation according to program guidelines.
- Maintains confidentiality and accurate records on each child’s progress.
- Document attendance in childplus.net
- Develop and implement a weekly lesson plan and provide an organized program according to the identified curriculum. Maintain child records and inventory of equipment and materials.
- Develop an ongoing weekly individualization plan for each child based on needs and strengths identified through screening, assessment, and from the input from specialists and parents.
- Maintain updated observations and anecdotal notes to document each child’s progress in identified



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assessment system.

- Complete and submit all reports and other data required in a timely and accurate manner.
- Submit assessments, home visits, and paperwork for all departments in a timely manner.
- Communicates regularly with each child's family to help them understand and support their child's development.
- Communicates regularly with supervisor regarding any changes in home visit activities, child's status, work schedule, supply and equipment needs or other issues or concerns.
- Works with other staff and team members to refer children and families for additional services.
- Serves as a liaison for and provides support to program staff in communication with parents and implementation of parent related functions.
- Assists in and provides for the seamless transition of children entering and/or exiting the program.
- Maintains effective working interaction with peers, subordinates and outside contacts that will enhance the operation of the HS/EHS program.
- Acts as an advocate and role model for HS/EHS families. Recruits children for the program.
- Attends and actively participates in training programs, staff meetings, and other meeting/trainings.
- Maintains confidentiality in all aspects of client, staff and agency information.
- Maintains effective working interaction with coworkers and outside contacts that will enhance the operation of the HS/EHS program.
- Organizes and prioritizes all assignments as directed.
- Participates in community activities that enhance Head Start programs as directed.
- Participates in ongoing monitoring, Community Assessment and Self-Assessment and performs reasonable related functions.
- Participates in regular safety, storm and fire drills.
- Submits reports, documents, and files as directed.
- Uses and follows the policies/procedures of Head Start, federal, state and local regulations/laws, and federal regulations/laws including the Head Start Performance Standards, applicable transmittal notices, and other administrative orders/directions.
- Uses and follows the policies/procedures of Mid Florida Community Services, Inc., including but not limited to Personnel Policies, Occupational Health and Safety policies, payroll policies/practices, etc.

NON-ESSENTIAL/SECONDARY FUNCTIONS:

Performs any additional duties as directed or assigned by supervisor, management staff, program director or Mid Florida Community Services, Inc. management staff. This description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.

JOB STANDARDS:



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Education: A minimum of a valid FCCPC or National CDA, which must be maintained throughout employment. Associates or Bachelor's Degree in Early Childhood Education, Child Development, Human Services or Social Work preferred. Must complete all required trainings as mandated by the current versions of the Department of Children and Families Child Care Facility Handbook, the Office of Early Learning School Readiness Program Health and Safety Standards Handbook and other training standards adopted by the Office of Early Learning, and the Office of Head Start Program Performance Standards. Must obtain/maintain CPR/First Aid certification. Must have reliable transportation to complete home visits.

Experience: Early Childhood experience preferred experience required.

Licenses & Certifications: Valid Florida driver's license and be insurable by Company's current carrier. Subject to Federal, State and Local legal requirements/background checks/clearance for working with children.

CRITICAL SKILLS, ABILITIES, & EXPERTISE:

Physical Requirements: These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the position. Sitting, standing for long periods of time, use of fingers, arms, hands and legs and voice/talking are constant. Good eyesight (correctable) and hearing (correctable) are essential. Squatting, walking, handling, grasping, stretching/reaching, bending at the waist, driving and light lifting and/or carrying (up to 15 lbs.) are frequent. Pushing, pulling, kneeling, balancing, turning, feeling, medium lifting and/or carrying (up to 50 lbs.) are occasional.

Equipment: Computer, facsimile, copy machine, calculator, switchboard, multi-line phone and other small office and instructional equipment and vehicle.

Skills & Expertise: Ability to work with limited direction. Knowledge of organizational methods. Skills in completing work with a high degree of accuracy. Ability to make sound decisions in a crisis situation. Skill in developing policies, procedures and/or systems for implementing programmatic functions. Ability to evaluate programs and situations and make decisions for improvement. Ability to communicate effectively, both orally and in writing. Ability to establish effective working relationships with people, including staff, parents, children and community members. Knowledge of effective supervisory skills and methods. Ability to analyze and interpret data. Ability to use and operate a computer. Skills in public speaking and public relations. Ability to work with children with special needs. Knowledge of disability and mental health issues and practices. Ability to maintain staff, child and parent confidentiality.

ENVIRONMENTAL JOB FACTORS:

Job Location: The primary location are the homes of the Early Head Start families which will be of various cultures, ethnicities and socio-economic status. A designated office location will be available as needed.

Work Environment: While performing the responsibilities of the position, these work environment characteristics are representative of the environment the employee will encounter. Office environment and working with others frequently. Working with office equipment is frequent. Occasionally outdoors and operates a vehicle.

By signing below, Employee acknowledges that he or she has read this Job Description and the requirements contained herein. Employee certifies that he or she has the qualifications and skills required and has the ability to complete the physical requirements of their job duties.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.



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Employee Signature

Date

Supervisor Signature

Date

REVISION DATE: 01/30/2021	W/C CODE: 8810	FLSA STATUS: hourly
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