

HOME VISITOR JOB DESCRIPTION

Job Requirements

Graduation from high school or GED with a minimum of one year of experience in a social service or education related field.

Must have the following:

Skills in the use of personal computers;

Skills in adult learning principles and family dynamics;

Skills in evaluating social service needs of families and linking families to appropriate resources in order to meet identified needs;

Skills in the planning and implementation of activities with families in order to get them involved in the educational process of their child;

Skills in establishing and maintaining effective, working relationships with children, parents, staff, and professionals;

Knowledge in infant/toddler/pre-k child development and principles of child health, safety, and nutrition;

Must be able to communicate effectively, both orally and in writing.

Must have own transportation, a valid driver's license, and vehicle insurance as required by Louisiana law.

Nature of Work

Hours of work and schedule are determined on an annual basis, based upon program needs and availability of funds.

Work involves recruitment of prospective families, visiting Head Start families in their homes, identifying strengths and needs of families and children, assisting parents in working with their children on planned activities weekly, and involving them in planned Head Start activities.

The home visitor is expected to work together with all Head Start staff in identifying ways to better meet the needs of Head Start children and their families as prescribed by the Head Start Performance Standards.

The incumbent has no direct supervisory responsibilities, but is expected to establish and maintain a cooperative attitude with all other staff members.

The center director provides supervision and evaluation of the home visitor.

The home based specialist and other Regina Coeli Child Development (RCCDC) specialists provide training and technical assistance to the home visitor.

Job Duties and Responsibilities

Learns and follows Head Start Performance Standards and all RCCDC policies and procedures.

Identifies, recruits and enrolls eligible families using HSFIS computerized process.

Establishes a caring professional relationship and a climate of mutual trust and respect for families.

Fosters the view and practice in parents that they are their child's first and most important teacher and reinforces this concept with practical suggestions for its continual development.

Schedules and conducts weekly home visits with parents and children in their homes lasting 90 minutes.

Plans and develops with parents an individualized program using weekly educational activity plans based on their child's assessment and incorporating identified family's strengths and needs.

Plans, implements, and evaluates, with parents, group socialization experiences twice per month. Encourages and assists families in keeping an on-going file of weekly home visit plans and follow up activities.

Assists families in the utilization of learning opportunities for their child by the development of educational activities using available household materials and activities that naturally occur in the home.

Tracks the donation of in-kind services when families participate in all home-based activities.

Assists parents in strengthening the families' knowledge of the principles of nutrition by including a variety of nutrition activities at least once per month during the home visit.

Assists families in the principles of child health and safety by reviewing health and safety conditions of their home and family on a regular basis.

Coordinates with center director, home base specialist, parents, staff and community resources in the planning and implementation of all required screenings and evaluations of children including health and disabilities.

Informs parents of the need to schedule and keep appointments for all screenings, evaluations, and follow up services for their children and encourages them to participate fully.

Follows RCCDC referral procedures in getting all needed follow-up services for children as indicated by screenings.

Empowers families in problem solving by developing a Family Partnership Agreement based on identified strengths and needs.

Matches available Head Start and community resources to identified family needs; empowers and encourages families to utilize all identified resources.

Arranges transportation for families, when necessary, to community and health services, and Head Start functions.

Empowers parents to develop and foster healthy self-concepts of themselves and their children.

Encourages and promotes self-sufficiency in all families served.

Maintains confidentiality of family/child information and records in accordance with RCCDC Confidentiality Policy and Procedures.

Encourages parents to participate to the fullest extent possible in all scheduled center-based parent activities.

Documents on a timely basis attendance and all services provided to families using the HSFIS data base

Documents on a timely basis all family contacts, consultations, follow-up, and disability services using forms provided by RCCDC and maintain up-to-date Child Master Files and HSFIS records on all assigned children.

Assists families in applying for Medicaid or LACHIP benefits.

Maintains current certification in Adult/child/infant CPR and Community First Aid and Safety.

Contacts appropriate specialists working for RCCDC to obtain advice, training, or assistance in meeting the needs of assigned families.

Protects all children from physical punishment or verbal abuse by anyone in any program activity, and immediately reports such incident to the center director or person in charge.

Participates in meetings and attends all trainings as required by the center director.

Performs any other task deemed necessary by the center director.

Job Classification and Compensation

This position will be assigned to the pay plan based on the credential or degree of the incumbent.

This is a non-exempt position, meaning that it is not exempt from the hourly wage and labor laws.

It is understood that the incumbent will work the hours as described under the Nature of Work.

Approved by RCCDC Board 2/11/2004
Approved by RCCDC Policy Council 2/17/2004