



**COMMUNITY ACTION PARTNERSHIP  
Dickinson, North Dakota**

**Position Description**

**Department:** Head Start/Early Head Start **Status:** Non-exempt  
**Position Title:** Home Visitor I **Grade Level:** E  
**Immediate Supervisor:** Early Head Start Education Coordinator

**Management Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All position descriptions are subject to change as business requirements dictate.

**A. GENERAL SUMMARY OF RESPONSIBILITIES:**

Provides learning and social activities for Home Base participants. Works with parents in the development of their child. Builds community and public relations representing the Head Start/Early Head Start Program.

**B. SPECIFIC JOB RESPONSIBILITIES:**

The job responsibilities listed do not include all the specific tasks which the employee may be expected to perform.

1. Demonstrated support for the agencies mission, goals and values.
2. Participates in strategic planning of the Head Start/Early Head Start program and direction of the program.
3. Assists the Program Director by keeping within the fiscal constraints of the budget.
4. Identifies professional and organizational issues and trends suggesting action, facilitating change and participates in restructuring of programs and services.
5. Maintains staff, client and agency wide confidentiality at all times.
6. Serves as liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.
7. Prepares various statistical and narrative reports to meet all Agency, Government and Grant requirements.
8. Attends meetings, workshops, and training sessions as approved by the Program Director.
9. Participates on program related committees as approved by the Program Director.
10. Is required to travel by ground or air to meetings, conferences, trainings, etc.
11. Continues professional growth through educational and training experiences in their field.
12. Follows all required standards for the Head Start/Early Head Start Program.
13. Works with participants and families to assist in their growth and development in the home on weekly visits and bi-monthly socializations.
14. Works with parents to strengthen the family's knowledge of child development; helps parents to understand how children grow and learn; plans and conducts educational activities with parents to meet the child's intellectual, physical, emotional and social needs.
15. Integrates all Head Start/Early Head Start components during each home visit.
16. Assists each family in the development of the Family Partnership Agreement (FPA) and cooperate with other program components and community resources to see that the needs of the entire family are met.
17. Provides resources, information, and/or referrals for families in the areas of: mental health, child care, substance abuse treatment, education, employment training, income support, transportation, pregnancy, health needs, safety, nutrition, and other topics requested by the family or required by Performance Standards.
18. Plans, executes and evaluates weekly home visits of 1.5 hours for 48 weeks to be conducted with the child's parent or guardian.
19. Facilitates group socialization experiences providing developmentally appropriate environments and activities.

20. Assists with recruitment efforts throughout the program year.
21. Meets with community agencies as needed to update community partnership agreements.
22. Responsible to set up socialization sites and to complete safety checks of those sites.
23. Completes required Child Food Program inspection, if needed.
24. Ensures that each enrolled child receives required health, dental and developmental screenings and assessments within the 45 and 90 day requirements.
25. Participates with staff from the Part C Infant Development Program in the development and implementation of disability services and plans for young children with special needs.
26. Assists with the transition of the participants from Early Head Start into Head Start or other high quality early care and education settings within the community and/or Head Start to kindergarten.
27. Maintains anecdotal records, progress reports, and outcome scores on each participant and provides quarterly reports to the Education Coordinator.
28. Requisitions supplies and equipment through the Education Coordinator.
29. Provides a safe environment to prevent and/or reduce injuries.
30. Promotes good health and nutrition in an environment which contributes to the prevention of illness promoting physical development.
31. Develops and implements developmentally appropriate and individualized curricula.
32. Monitors general car maintenance, noting any needed repairs and schedules appointments.

**C. SUPERVISORY RESPONSIBILITIES:**

None

**D. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):**

Required

1. High School Diploma or GED, required
2. Must possess Home-Based Child Development Associate (CDA) credential or comparable credential.
3. Two years experience teaching infants, toddlers and/or preschool, preferred.
4. Experience working with people from various socio-economic and educational backgrounds.
5. Preference given to bilingual applicants.
6. Must possess a valid driver's license and insurable driving record.
7. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
8. Knowledge and experience in adult learning principles, family dynamics and linking families with appropriate community resources, required.
9. Demonstrated ability to effectively communicate both in written and oral forms.
10. Current CPR and First Aid Certification, required.
11. Certified as a Family Development Specialist or will obtain Certification within 2 years from date of hire.
12. Basic skills with computers and software to include Windows, Internet, Microsoft Office software and other office equipment.
13. Must attend Great Kids, Inc. training within first 6 months of employment.

**E. PHYSICAL DEMANDS:**

Constantly:

Vision correctable to near 20/20.

Frequently:

Sitting, walking, stooping, crouching, kneeling, reaching horizontally and vertically, standing, bending, balancing, use of arms, legs, hands and feet and fine motor skills, color discrimination, peripheral and depth perception, talking and hearing, running, climbing stairs and ladders, crawling, twisting and turning trunk, rapid mental-muscular coordination, reaching down and overhead, pushing and pulling, lifts and carries up to 50 pounds.

**F. WORK ENVIRONMENT:**

Frequently:

Works outdoors, uses gloves or protective coverings, confined space, cold environment, in high stress situations and in emergency situations. Position may require the need to work non-traditional work hours.