POSITION TITLE:  Home Based Specialist (Early Head Start Home Visitor)

REPORTS TO: Home Based Supervisor

DEPARTMENT: Child & Family Services – Early Head Start

POSITION SUMMARY:  Home visit with Early Head Start families as part of the Home Based Program to form partnerships and provide services to expectant families and children ages birth to three. Establish family development goals and assist families’ in meeting those goals. Engage and educate parents through the use of the Growing Great Kids curriculum which is designed to promote positive pregnancy outcomes, healthy child development, and school readiness. Work collaboratively with content area specialists to ensure families and children receive appropriate and timely services. Recruits and enrolls eligible families.

A.  POSITION DIMENSIONS:

MINIMUM QUALIFICATIONS:

A.  Education:
   Required –
   An Associate’s degree or home-based CDA credential (or comparable credential) or equivalent coursework
   Desired –
   Bachelor’s Degree in Early Education, Health or Social Services, or related field

B.  Experience:
   Required –
   ▪ Minimum of three years of experience working in early childhood education, prenatal care, home visiting, teaching and/or community health. Other combinations of education and experience will be considered
   ▪ Valid Driver’s License and a reliable means of local transportation to conduct up to 12 home visits per week

C.  Knowledge/Skills:
   Required–
   ▪ Excellent verbal and written communication skills.
   ▪ Capacity to problem solve, handle crisis, and work with families and children of various cultures from low-income backgrounds.
   ▪ Ability to be flexible and juggle multiple priorities.
   ▪ Computer skills (word, excel, power point).
   ▪ Head Start experience preferred.
   ▪ Bilingual (English-Spanish or English-Creole) is a plus.

D.  License/Registration/Certification:  CPR & First Aid Certification within 90 days of hire
PHYSICAL DEMANDS:

1. LIFTING & CARRYING (Check One): Must be able to perform these duties with or without assistance.
   - Sedentary (requires lifting 10 lbs. carrying small objects)
   - Light (requires lifting 20 lbs., with frequent carrying of up to 20 lbs.)
   - Medium (requires lifting 40 lbs., with frequent carrying of up to 25 lbs.)

2. EXERTION LEVEL (Based on 8 hour day):
   Codes: “Occasionally” equals 1% to 33%; “Frequently” 35% to 66%; “Continuously” 67% to 100%; Never

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PRINCIPAL ACCOUNTABILITIES (Job Specific Competencies):

I. Essential Functions/ Performance Standards

JOB KNOWLEDGE - The extent to which the employee demonstrates technical and professional knowledge of job requirements and takes personal responsibility to maintain and improve that knowledge:

A. The employee is able to fulfill all of the requirements of the job assigned in a satisfactory manner as demonstrated by:
   a. Complete weekly (child) or bi-weekly (expectant moms) home visits with a caseload of 10-12 assigned families on a year-round basis.
   b. Assist expectant families with access to prenatal health care, dental and regular post-partum care.
   c. Provide expectant families with individualized education on fetal development, labor and delivery, postpartum recovery, maternal depression, benefits of breastfeeding and pregnancy risks from smoking and alcohol.
   d. Ensure that all expectant moms enrolled in the Home-Based program receive a visit from a nurse within two weeks of giving birth.
   e. Identify and report potential concerns with children and/or families and work collaboratively with content area and/or management staff to address them.
   f. Fully utilize the Growing Great Kids Curriculum (GGK) (and/or other approved curricula).
   g. Work with content area staff to ensure that required health and developmental screenings are completed within 45-day deadlines.
   h. Ensure medical and dental determinations are received within 90-day deadlines.
   i. Complete quarterly assessments of assigned children’s development using Teaching Strategies GOLD and input accurate data in a timely manner.
j. Collaborate with families to establish family development goals, document the collaborative process in a family partnership agreement and track families’ progress towards identified school readiness goals.

k. Complete and maintain accurate and up-to-date documentation (both electronic and paper) on all assigned families.

l. Prepare reports, evaluations or service delivery analysis as needed.

m. Collaborate with content and center-based staff to ensure smooth transitions to center-based care.

n. Participate fully in regular supervision meetings and attend staff development training sessions aimed at continued development of specialized knowledge and skills related to working with expectant families and infants and toddlers.

o. Work collaboratively with home-based and content area staff to provide two two-hour Socializations per month which meet the needs, interests and schedule of enrolled families.

p. Recognize and report suspected abuse and/or neglect as required by law.

q. Maintain confidentiality at all times and communicate to others the importance of confidentiality.

r. Other duties as assigned by the Home-Based and Site Manager.

**QUALITY** - The extent to which the employee performs assignments accurately and completely, and consistently meets the job requirements with minimal supervisory oversight and follow-up:

A. Adheres to the center/departmental policies, procedures, and regulations.

B. Can be depended upon to meet established standards and achieve desired results.

C. Pays attention to details in performing job.

**EFFICIENCY** - The extent to which the employee’s performance demonstrates an effective organization of assignments, meets expectations of volume and takes initiative to improve the systems that are responsible for the delivery of care and services.

A. Shows ability to prioritize responsibilities in order to achieve desired results in required time frame.

B. Takes responsibility for delivery of services as part of team effort in unit/department.

C. Takes initiative in making suggestions for improvement of services.

D. Meets deadlines without causing undue disruption.

E. Utilizes human resources, time, and supplies efficiently.

**HUMAN RELATIONS/COMMUNICATIONS** - The extent, to which the employee contributes to a positive work environment, communicates effectively and courteously and conducts him/herself in a manner consistent with the mission and values of the Dimock Center:

A. Projects a positive attitude in professional and personal interactions in the work environment.

B. Uses effective verbal and written communication skills.

C. Cooperates with others, demonstrating respect and courtesy.

D. Maintains professional behavior in stressful situations.

**MATURITY/RESPONSIBILITY** - The extent to which the employee demonstrates the personal and behavioral characteristics of a mature adult and assumes responsibility for his/her job:

A. Exhibits professional demeanor in tone of voice, appearance, and movement.

B. Maintains a high standard of confidentiality regarding the patients, visitors, and co-workers.
C. Demonstrates serious effort to improve job performance

**ATTENDANCE:** The extent to which the employee adheres to the center’s time and attendance policies and demonstrates flexibility in meeting scheduling needs of the department.

- A. Adheres to The Dimock Center’s policies regarding attendance and tardiness
- B. Follows policies related to work and breaks
- C. Assists in meeting scheduling needs in helping to cover for absences, emergencies, times of heavy workload, holidays, and vacations.