

# SHASTA HEAD START CHILD DEVELOPMENT, INC

## Home Visitor and Social Services Substitute

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Supervisor: Area Manager

Classification: Non-Exempt

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### **Mission**

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

### **Position Summary**

With the assistance of parent(s) and/or guardian(s) of low income children 0-4 years old, assess, plan and deliver appropriate activities designed to identify issues, meet family goals to facilitate the learning and growth of all designated family members in a home based setting.

Additionally, provide support at locations where home visitor or family worker positions are temporarily vacant.

### **Essential Duties and Responsibilities**

- Recruit and enroll children and families from various segments of the community to ensure full enrollment and waitlists of assigned home-based program.
- Conduct home visits to facilitate the delivery of all Head Start component areas.
- Plan, coordinate, and conduct socializations and trainings for children and families according to the family needs assessment.
- Ensure the screening and on-going assessment for each child.
- Implement designated home-based program curricula for each child and family.
- Attend or facilitate meetings and trainings as directed by supervisor.
- Actively participate in community collaborations and affiliations in order to advocate for Head Start children and families.
- Perform recordkeeping, including written documentation, scheduled reports, and mandated reporting, in a timely, accurate, and confidential manner.
- Ensure regular communication with families regarding screenings, assessments, and surveys, in order to provide needed information regarding medical, psychological, and social services.
- Partner with the families on your caseload to identify child and family needs and appropriate ways of meeting those needs through family goals and referrals.
- Refer families and children to resources within Shasta Head Start and community organizations for social services needs as necessary.
- On-going professional development through education, role modeling, mentoring, and training.

### **Home Visitor/Family Worker Substitute**

- As directed by supervisor, with guidance from the Family, Community Partnership Manager, provide temporary support at centers with vacant family worker or home visitor positions.

### **Maintain Professional and Ethical Standards**

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

**Qualifications**

**Knowledge and Skills**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to effectively communicate with community members and groups, managers, regulatory agencies, and families both individually and in group settings.
- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations in fields relevant to position.
- Ability to write using correct grammar, spelling and punctuation; and to organize documents accurately
- Basic math skills with the ability to compute rate, ratio, and percent, and to draw and interpret bar graphs

**Education**

*Minimum*

AA degree in Social Service, Child Development or related field.

*Desired*

BA degree in Social Service, Child Development or related field. Coursework in Infant/Toddler Learning, Child Development, Human Development, and Child, Family and Community desired.

**Training and Experience**

*Desired*

Two years of experience in related field.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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**ACKNOWLEDGEMENTS:**

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

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Employee (Print)

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Employee Signature

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Date

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

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Supervisors Title