

**Wabash Area Development, Inc.**  
**Job Description**

**JOB TITLE:** Home Visitor  
**DEPARTMENT:** Head Start/Early Head Start  
**REPORTS TO:** Site Supervisor  
**GRADE LEVEL:** Grade VI  
**PREPARED BY:** HS/EHS Director  
**PREPARED DATE:** 04/03/19  
**APPROVED BY:** Executive Director  
**APPROVED DATE:** 04/08/19

**SUMMARY: The Home Visitor implements a program of family education with assigned children and parents, assures that the Head Start/Early Head Start Performance Standards are met with assigned families, and assures that the goals and objectives of the program are carried out in cooperation with the goals of the agency.**

**ESSENTIAL DUTIES & RESPONSIBILITIES:** include the following. Other duties may be assigned. Follow program written plans for component integration.

Work with families and children on a scheduled one-to-one weekly basis in their homes for at least ninety minutes.

Maintain a caseload, as assigned, of 10-12 families during the program year.

Provide the minimum home visits per year for families as indicated per Head Start/Early Head Start standards.

Assist families in identifying family resources and needs.

Maintain confidentiality regarding child, family, staff, and/or agency matters.

Encourage and promote the family's achievement of self-sufficiency.

Participate in all appropriate training as assigned, as well as staff meetings, including any meetings called by the County Manager as required throughout the year.

Maintain updated files for each child on the home visitor's caseload.

Encourage parents to attend parent café's and socializations.

Integrate all Head Start/Early Head Start components monthly.

Maintain own office space and resources with regard to other staff's needs.

Provide a developmental, screenings as well as behavioral assessment and ongoing assessment for all children on caseload.

Maintain and update Family Partnership Agreements with each family annually.

Work with parents to develop weekly home visits and weekly activities based on each family's assessment and identified family needs.

Maintain accurate, up-to-date records. Submit records to supervisor as required.

Foster the belief that parents are their child's best teacher and reinforce this belief with practical suggestions.

Recruit families following current recruiting procedures.

Make referrals to and transports families to community services when necessary.

Assist parents in fully utilizing all available community resources for educational activities with their children.

Assist parents in developing ways of using household resources for educational activities with their children.

In cooperation with other site staff, provide families with a group socialization experience at least twice a month.

In cooperation with other site staff, provide families with a field trip at least once a quarter.

Assist families with the arrangement of and transportation to medical and dental appointments as required by Head Start/Early Head Start, including follow-ups.

Provide nutritional cooking activities.

Provide the Site Supervisor and the County Manager weekly schedules and timely updates should changes be necessary.

Attend staff meetings and in-service training as required by the site supervisor. Attend college classes as negotiated with the site supervisor.

Any other duties as assigned by the Site Supervisor to ensure smooth program operation and/or assist with other agency sponsored program.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**Competencies:** To perform the job successfully, an individual should demonstrate the following and understands the dynamics of the operation of a successful business.

**Problem Solving:** Identifies and resolves in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Work well in group solving situations. Use reason even with dealing with emotional topics.

**Technical Skills:** Assess own strengths and weaknesses; Pursues training development opportunities; Strives to continuously to build knowledge and skills; Shares expertise with others.

**Customer Service:** Manage difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve services; Responds to request for service and assistance; Meets commitments.

**Interpersonal Skills:** Focuses on solving conflicts, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; responds well to questions.

**Written Communication:** Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

**Teamwork:** Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcome feedback; Contributes to building a positive team spirit; Puts success of team above own's interest; Supports everyone's effort to succeed.

**Cost Consciousness:** Works within approved budget; Develops and implements cost saving measures; Conserver organizational resources.

**Diversity:** Shows respect and sensitivity for cultures differences.

**Ethics:** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Organizational Support:** Follows policies and procedures; Completes administrative task correctly and on time; Supports organization's goals and values.

**Planning\Organizing:** Prioritizes and plan work activities; Uses time efficiently.

**Professionalism:** Approaches others in a tactful manner; reacts well under pressure; Treats other with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows thought on commitments.

**Quality:** Demonstrates accuracy and thoroughness: Monitors own work to ensure quality.

**Safety and Security:** Observes safety and security procedures; Reports potentially unsafe conditions; Uses material and equipment properly.

**Adaptability:** Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**Attendance\ Punctuality:** Is consistently at work and on time; Ensures work responsibility are covered when absent; Arrives at meetings and appointments on time.

**Dependability:** Follows instructions, responds to management directions; Takes responsibilities for own actions.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual must have a valid Illinois driver's license.

**EDUCATION AND/OR EXPERIENCE:** The individual must be at least 18 years old. Prefer Bachelor's or Associate's degree in Human Services or early Childhood and 1 year's experience with infants, toddlers, and preschoolers. If currently without completed degree, must be willing to complete degree in a negotiated time period. Salary based on salary schedule, education & experience.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manual. To write routine reports and correspondence, speak effectively before groups of customers or employees or organization.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**COMPUTER SKILLS:** To perform this job successfully, an individual should have knowledge of ChildPlus software; Database software; Internet software; Inventory software; and Word Processing software.

**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 and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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Staff Signature

Date

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Supervisor Signature

Date