



Ross County Community Action Commission, Inc.

250 N. Woodbridge Avenue • Chillicothe, Ohio 45601

Telephone: (740) 702-7222 • Fax: 740) 702-7220

ROSS COUNTY CAC EARLY HEAD START

Job Title: Early Head Start Home Visitor

Wage: \$16.36 - \$16.67

Supervision: EHS Manager

Class: Non-Exempt

Qualifications:

1. Preferences: (in order of preference).
 - i. Early Childhood Development (Bachelor Degree)
 - ii. Early Childhood Development (Associate Degree)
2. Must be able to handle confidential information.
3. Must pass pre-employment drug test.
4. Must be familiar with community resources.
5. Be able to lift 40 pounds, stoop and bend to speak with children at their level. Be patient and caring.
6. Must be insurable under the agency's insurance policy.
7. Must provide the agency with a copy of his/her personal vehicle insurance verification.
8. Must give Ross County CAC permission to obtain Motor Vehicle Record.
9. Must adhere to all agency safety policies and procedures; training will be documented in personnel file.
10. Complete pre-employment physical, TB test, and drug screening; complete BCI and FBI background review; background check for children abuse and sex offender registry.

Job Description:

1. Responsible for implementing Growing Great Kids curriculum on the context of family homes and group socialization.
2. Schedule a one and one half hour (1 ½) visit per family each week for a total of 46 weeks. Develop weekly planning forms which meets individual needs of each family. Provide parent education including utilizing items in the home; provide a minimum of one health, one safety, one dental, one

nutrition, and one mental health activity each month. Reschedule missed home visits and document if unable to reschedule.

3. Schedule weekly visits with pregnant women and, whenever possible, include fathers as full participants in all activities. Provide prenatal education on fetal development including the risks of smoking and alcohol; labor and delivery; postpartum recovery including information on maternal depression; and the benefits of breast feeding.
4. Responsible for developing and implementing individualized learning experiences in partnership with families.
5. Responsible for entering child documentation into Teaching Strategies Gold, completing Gold assessment process, and using information gained for future planning.
6. Keeps family and child information up-to-date in ChildPlus.
7. Develop individual plans for children and attends IFSP meetings for children with special needs.
8. Plan and facilitate group socialization experiences, 22 per year.
9. Participates in parent activities and meetings as scheduled by the Family and Community Engagement Manager.
10. Work with families to complete Family Partnership Agreement (FPA), to set family and child goals and facilitate referral process.
11. Responsible for screening, assessing, and completing required paperwork for all assigned families.
12. Assist in ensuring the timely completion of physical and dental needs and appropriate follow-ups as defined by the Head Start Program Performance Standards.
13. Personally report any suspected child abuse or neglect to Children's Services, after reporting inform supervisor and complete internal paperwork.
14. Use discretion with other professionals in keeping children's information confidential.
15. Maintain inventory of equipment and supplies and requesting the aforementioned when needed
16. Assist in the recruitment of pregnant women, infants and toddlers.
17. Perform all job duties to ensure program will remain in compliance with all Federal Head Start Performance Standards, Department of Education Rules and Regulations and Department of Job & Family Services Regulations.
18. At the discretion of the Education Manager/EHS Manager and/or the Early Childhood Director, the home visitor shall attend meetings, seminars, trainings, and conferences and shall share that information with other staff.

Employee Signature

Date

Supervisor Signature

Date