

MINNESOTA VALLEY ACTION COUNCIL, INC.

JOB DESCRIPTION

POSITION TITLE: 0-3 Home Base Home Visitor

Date: June 2015

DEPARTMENT: Child Development Services

Dept. Director: CM 7/7/15

REPORTS TO: 0-3 High Risk Home Base Advisor

Exec. Director: AM 7/8/15

OVERVIEW OF THE POSITION: Responsible to strengthen the parent-child relationship by helping families recognize the satisfaction and value of engaging with their children and supporting their learning through daily, routine experiences in the home and community by providing weekly home visits to the families and provide social experiences at a classroom site. Provide families with assessments, referrals and linking them to community services and resources. Develop and maintain professional working relationships with families, partners, co-workers and supervisors.

ESSENTIAL FUNCTIONS OF THE JOB:

- Responsible for weekly Home visits and social day experiences to assigned families and children.
- Responsible to conduct outreach, recruitment and applications.
- Responsible for Family Partnerships and Goal Setting with enrolled families.
- Responsible for Parent Engagement and Community Partnership Building
- Responsible to provide Health, Mental Health and Nutrition services to enrolled families
- Responsible to abide by the MVAC policies, Head Start Performance Standards, MVAC Service Plans and MN DHS Childcare Center Statutes & Rules.

WORKING CONDITIONS:

Primary work site is client home's, classroom and assigned office. This position is classified as a regular employee working year around. Mileage for work related-travel is reimbursed at the current rate. Maintains confidentiality according to Minnesota's Data Privacy Act and Agency policy. All employees are responsible for following established safety procedures.

The following apply to this position:

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| <input type="checkbox"/> Agency Vehicle Use | <input type="checkbox"/> Insurability |
| <input checked="" type="checkbox"/> Background Check | <input checked="" type="checkbox"/> Mandated Reporter |
| <input checked="" type="checkbox"/> Client Homes | <input type="checkbox"/> Normal Work Hours |
| <input type="checkbox"/> CPR & First Aide Certified (within 90 days of employment) | <input checked="" type="checkbox"/> Office |
| <input type="checkbox"/> Drug Screening | <input checked="" type="checkbox"/> Personal Vehicle Use |
| <input checked="" type="checkbox"/> Employment Physical | <input checked="" type="checkbox"/> TB Test |
| <input checked="" type="checkbox"/> Head Start Declaration | <input checked="" type="checkbox"/> Travel as Part of Job |

PHYSICAL REQUIREMENTS:

During your work hours you may be required to: lift up to 50 pounds, carry up to 50 pounds, reach above shoulder level, fine manipulation and simple and firm grasp, and be able to move quickly in case of an emergency.

During your work hours you may be required to: lift up to 50 pounds and carry up to 50 pounds; reach above shoulder level; bend/stoop; squat; crawl; climb; kneel; balance; push/pull; sit on floor; fine manipulation; simple and firm grasp; and must be ambulatory

to move quickly in the event of an emergency.

TASKS/RESPONSIBILITIES

1. Responsible for weekly Home visits and social day experiences to assigned families and children.
 - A. Plan and prepare weekly home visits with appropriate instructional material for children and families.
 - B. Schedule and conduct weekly 90 minute home visits with parents and children in their homes.
 - C. Plan and develop with parents an individualized weekly home visit based on their child's assessment and needs.
 - D. Plan and implement group socialization experiences twice per month.
 - E. Plan and implement all required screenings and evaluations of children including health, developmental, and social emotional.
 - F. Provide families with developmentally appropriate activities and information to enhance the child's intellectual, social-emotional, motor and language abilities.
 - G. Assist families by coordinating doctor and dental visits and other community needs identified by the program families.
 - H. Provide program families with guidance on home safety, child health, nutrition, effective discipline, constructive play activities, and other related topics.
 - I. Provide Bus Rider/Aide with social day job assignments within the classroom; provide instructions in performing job duties and model appropriate classroom practices.
 - J. Conduct Bus Rider/Aide observations in the classroom.

2. Responsible to conduct outreach, recruitment and applications.
 - A. Recruit children and families.
 - B. Provide transitional services into the program for newly enrolled families.
 - C. Provide program orientation to parents on program requirements.
 - D. Maintain full enrollment per program requirements.

3. Responsible for Family Partnerships and Goal Setting with enrolled families.
 - A. Complete a family strengths assessment with assigned families.
 - B. Support families in the development of family partnership goals.
 - C. Assess goals and make appropriate community referrals and provide resources.
 - D. Monitor follow-through on parent goals.
 - E. Evaluate family's satisfaction of resources, referrals and services.
 - F. Assist families to develop informal support systems, network, and gain information on community resources.

4. Responsible for Parent Engagement and Community Partnership Building
 - A. When requested or through court subpoena, act as a liaison and advocate between community agencies and families.
 - B. Develop and maintain a working relationship with agencies that provide services to our families.
 - C. Participate in relevant community events, trainings and meetings.
 - D. Develop and maintain an up-to-date county resource guide.
 - E. Promote and provide family engagement opportunities within Head Start and the community.
 - F. Plan and facilitate group meetings (parent meetings) which provide parent education and curriculum development.

- G. Inform parents of the need to schedule and keep appointments for all screenings, evaluations, and follow-up services for their children and encourages them to participate fully.
 - H. Contribute pertinent information to monthly site newsletters and provide required monthly handouts to families.
 - I. Transition children and families in and out of the o-3 Head Start program and on to a new learning environment.
 - K. Educate families on the benefits of regular attendance and provide more supportive methods when necessary.
5. Responsible to provide Health, Mental Health and Nutrition services to enrolled families
- A. Assist with referrals to local school district for further developmental assessment.
 - B. Complete Nutrition Assessment with families and discuss with family the results.
 - C. Complete social/emotional screening with families.
 - D. Support families to obtain required health and dental exams.
 - E. Support families to obtain primary care providers and accessible health care.
 - F. Connect families to resources that can support the child's social and emotional development.
6. Responsible to abide by the MVAC policies, Head Start Performance Standards, MVAC Service Plans and MN DHS Childcare Center Statutes & Rules.
- A. Participate in staff meetings as directed.
 - B. Maintain confidentiality in accordance with agency policy.
 - C. Establish and maintain professional boundaries community partners, clients and staff.
 - D. Support program School Readiness and Parent, Family and Community Engagement Goals.
 - E. Respect and support diverse family structures and cultural differences.
 - F. Report any suspected child abuse or child neglect to the appropriate authority.
 - G. Follow the agency referral procedures in getting needed follow-up services for children as identified by screenings.
 - H. Enter information into ChildPlus software system and maintain current and accurate information.
7. Responsible for completing paperwork accurately and in a timely manner according to mailing checklist.
- A. Ensure completeness and accuracy of the Individual Learning Plan for each enrolled child.
 - B. Obtain documents for all child-related services. Ensure the completion of well-baby checks, growth assessment, health work, assessments, and nutrition requirements.
 - C. Enter information into ChildPlus software system as assigned and maintain current and accurate information.
 - D. Track the donation of in-kind services.

8. General Tasks and Responsibilities

- Attend job-related seminars/workshops at the request/approval of supervisor.
- Represent the agency when requested to do so.
- Complete your own employee timesheets and expense sheets in accordance with established MVAC policies.
- Follow agency policies, rules and regulations.
- Other duties as assigned.

REQUIRED EDUCATION / EXPERIENCE:

Applicant must have a degree in Family Consumer Science Education, Child Development and Family Studies, Early Childhood Education, CDA, Parent Education Licensure or related degree and/or knowledge of community resources, experience working with expectant women or families with infants and toddlers and the skills to link families to appropriate services. This position requires good communication and organizational skills. Experience working with children and families is required. Bilingual beneficial.

BAND AND SUBGRADE:

Non Degreed	C1	This position is	Exempt	Non-exempt (hourly)
Degreed	C2	This position is	Exempt <u> x </u>	Non-exempt (hourly)

Minnesota Valley Action Council, Inc. has a commitment to safety in the workplace. It is the responsibility of every employee to help MVAC make this is a safe place to work. Furthermore, acceptance of this responsibility is a condition of employment at MVAC. Willful disregard of safety precautions will not be tolerated and may lead to disciplinary action.

It must be clearly understood that the above statements of tasks/responsibilities reflect the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as an all inclusive job description.

If hired for this position, and each time you are given a written performance review by your supervisor, you may be asked to sign and date a copy of your job description indicating that you understand the requirements and duties involved in the position. This job description is for informational purposes only and does not constitute a contract in any form between MVAC and applicants for any employment or any other person. This job description replaces and supersedes all previous job descriptions for the position.

I have read and understand this job description.

Signature

Date