

NEKCA JOB OPENING

This job is open to NEKCA EMPLOYEES ONLY: (Yes) or (No , all applicants will be considered)

Posting Date: February 21, 2017	Closing Date: March 7, 2017 or until filled
Job Title: EHS Home Visitor	Non-Exempt <input checked="" type="checkbox"/> Exempt <input type="checkbox"/>
Site Location: Island Pond EHS	POSITION CLASSIFICATION All employees are subject to a 6 month Trial Service Period. (Permanent <input checked="" type="checkbox"/>) (Temporary <input type="checkbox"/>) (Intermittent <input type="checkbox"/>) Position is grant funded for one year, with possibility for renewed employment

<u>Hourly Range</u>	<u>Hrs/Wk</u>	<u>Wks/Yr</u>	<u>Benefit Package</u>
D.O.E./Credential	37.5	50	Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>

To apply, send
 • Cover Letter
 • Resume
 • Three References to:
jobs@nekcavt.org

or mail to:
NEKCA Human Resources
PO Box 346 – 70 Main Street
Newport VT 05855

Phone: (802) 334-7316
Fax: (802) 334-5249

For more information, see attached or contact the person above.

NEKCA Mission Statement

Believing in each individual's potential for positive growth and change, NEKCA is committed to empowering those who seek assistance to improve the quality of their lives. We provide direct program activities, referrals, advocacy, and education in a non-judgmental manner to people and communities in the Northeast Kingdom.

NEKCA is an Equal Opportunity Employer

JOB DESCRIPTION

JOB TITLE: Early Head Start Home Visitor

NON-Exempt X **EXEMPT** _____

DEPARTMENT: CFDP

PROGRAM: HS/EHS

POSITION CLASSIFICATION

HRS/WK:

WKS/YR:

(Permanent X) (Temporary ___) (Intermittent ___)
> 6 months <=6months irregular schedule

37.5

50

All employees are subject to a 6 month Trial Service Period.

- I.**
- a) **Supervisor: Center Manager**
 - b) **Take additional direction from: CFDP Director**

II. Scope:

- The Early Head Start Home Visitor works in partnership with the Management Team and enrolled Early Head Start families.
- The Early Head Start Home Visitor is responsible for providing quality year round comprehensive services to enrolled children and families, in accordance with Early Head Start/Head Start Performance Standards, Content Area Plans, the Vermont Early Childhood Program Licensing Regulations, and the NAEYC Code of Ethical Conduct.

Major responsibilities listed separately

III. Minimum Requirements:

- Must comply with NEKCA policies if hired
- Required to authorize and pass NEKCA's criminal record check process
- Minimum of Associates Degree in Human Services or Child Development or related field
- Experience and knowledge in child development and early childhood education services
- Work effectively as a team member
- Sufficient transportation to meet job requirements
- Obtain CPR and First Aid Certification within two months of employment
- Effective written and oral communication skills
- Ability to work flexible hours
- Maintain confidentiality
- Commitment to be actively engaged in a continuing process of professional development
- Experience working with adults

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above and on the following page(s) 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.

(Employee X)

(NV – Volunteer _____)

(NNFP/Non NEKCA Funded Personnel _____)

NAME:

ID #

Job Evaluation

JOB TITLE: Early Head Start Home Visitor

IV. MAJOR RESPONSIBILITIES:

RESPONSIBILITIES EVALUATION: 3 MO. 6 MO. ANNUAL Due Date: _____ Completed Date: _____

PERFORMANCE RESULTS: Place a number (3 – 1) to indicate performance. *E = Employee *S = Supervisor

3 - Role Model = consistently exceeds performance objectives with virtually no detected preventable/controllable errors. Makes significant contributions well beyond normal job responsibilities. Individual requires little direction or supervision.

2 - Meets Expectations = consistently meets but does not exceed performance objectives, is fully competent and is satisfactorily performing the job.

1 - Below Expectations = unacceptable performance; below expectations, does not accomplish most or all position objectives.

RESPONSIBILITIES	E	S	COMMENTS
Carry out duties in compliance with HS Performance Standards, Content Area Plans, Vermont Early Childhood Licensing Regulations and the NAEYC Code of Ethical Conduct			
Maintain accurate, up-to-date files on assigned children			
Offer weekly home visits to enrolled families and document			
Provide services to prenatal women according to program Health Service Content Plan			
Provide orientation to the program with review of the Family Handbook, the Guide to Community Resources, and with the completion of the Involvement Survey			
Provide a monthly center newsletter to all enrolled families			
Promote on-going literacy opportunities to children/families			
Assist parents/guardians in co-planning for home visits, child development activities and playgroups per parent/guardian and child interests and goals			
Follow program protocol in documenting home visit, playgroup and parent activity attendance and family contacts			
Promote regular attendance in infant/toddler activities and document			
Plan 24 playgroup opportunities per year for families with infants/toddlers according to center plan			
Write one observation in each developmental domain per child per month			
Conduct annual developmental and behavioral screenings in partnership with parent/guardian within 45 days of enrollment and review results with parent/guardian			

DATE COMPLETED BY EMPLOYEE:

DATE COMPLETED BY SUPERVISOR:

EVALUATION SUMMARY SECTION

SATISFACTORY
 UNSATISFACTORY
 OFF PROBATION
 ON PROBATION
 NA

Employee Signature:

Date:

Supervisor Signature:

Date:

ID#

Job Evaluation

JOB TITLE: Early Head Start Home Visitor

V. MAJOR RESPONSIBILITIES:

RESPONSIBILITIES EVALUATION: 3 MO. 6 MO. ANNUAL Due Date: Completed Date:

PERFORMANCE RESULTS: Place a number (3 – 1) to indicate performance. *E = Employee *S = Supervisor
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RESPONSIBILITIES	E	*	S	COMMENTS
Complete on-going developmental assessment for infants/toddlers four times per year throughout enrollment				
In partnership with parent/guardian, develop child goals using multiple sources of data including, but not limited to, screening/assessment results and parent/guardian/home visitor observations				
Offer copies of screenings, assessments, goals, home visits, observations, health data and referrals to parent/guardian and document				
Assist in implementing One Plan or Individual Education Plan (IEP), for children with special needs				
Review Health Services Summaries with parents/guardians				
In partnership with parents/guardian, based on developmental concerns, initiate and document referral process to appropriate agencies/providers				
In partnership with families and appropriate community agencies/providers, participate in and ensure documentation of team meetings, evaluation process, and development of individualized plans				
Staff will document all child development, health, and disability delivery of services and follow up				
Complete all registration paperwork with enrolled families				
Introduce an individualized family partnership agreement that describes the family partnership activities and obtain parent/guardian signature				
Complete a strength-based family assessment once a year with all enrolled families according to timeline; update as needed				
Assess family resources, provide and record all referrals given to family				

DATE COMPLETED BY EMPLOYEE: _____ **DATE COMPLETED BY SUPERVISOR:** _____

EVALUATION SUMMARY SECTION

SATISFACTORY
 UNSATISFACTORY
 OFF PROBATION
 ON PROBATION
 NA

Employee Signature:
ID#

Date:

Supervisor Signature:

Date:

Job Evaluation

JOB TITLE: Early Head Start Home Visitor

VI. MAJOR RESPONSIBILITIES:

RESPONSIBILITIES EVALUATION: 3 MO. 6 MO. ANNUAL Due Date: _____ Completed Date: _____
PERFORMANCE RESULTS: Place a number (3 – 1) to indicate performance. *E = Employee *S = Supervisor
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RESPONSIBILITIES	E	S	COMMENTS
Identify and describe family goals, complete Family Goal Sheet with family and document follow-up and progress			
Initiate and complete transition activities according to program protocols			
Actively participate in program and family/child staffings			
Per program staffing protocol, attend CSC meetings as program schedule states, consult with appropriate Content Managers and Consultants, document, and complete follow-up			
Participate in Home Visitor meetings and In-services and incorporate relevant knowledge and skills into practice			
Participate in Program Self-Assessment			
Participate in development and implementation of community partnership activities			
Be aware of indicators of child abuse and neglect and comply with Vermont Mandated Reporter Law and program Child Protection Protocol			
In partnership with center team, participate in collecting and documenting non-federal share			
Participate in a minimum of one early childhood community event a year approved by supervisor			
Complete NEKCA Performance Evaluations, Professional Development Self-Assessment and in partnership with supervisor, Individualized Professional Development Plan			
Participate in development and implementation of center recruitment plan			

DATE COMPLETED BY EMPLOYEE: _____ **DATE COMPLETED BY SUPERVISOR:** _____
EVALUATION SUMMARY SECTION
 SATISFACTORY UNSATISFACTORY OFF PROBATION ON PROBATION NA

Employee Signature: _____ **Date:** _____ **Supervisor Signature:** _____ **Date:** _____
ID# _____

