

CAPSTONE COMMUNITY ACTION JOB POSTING

Overview

DATES OF POSTING: 11/04/2016 – 11/14/2016 or *Open Until Filled*

NUMBER OF POSITIONS: **1**

POSITION: **Head Start Home Visitor**

BARGAINING UNIT POSITION: Yes, Union Position (Union dues are currently \$17.15 bi-weekly).

LOCATIONS: **Orange County**

PROGRAM: **Head Start**

SCHEDULE: Full Time, Regular, 40 hours a week

CLASSIFICATION: Non Exempt (hourly)

WAGE: Grade 2, hourly 13.22 – 17.85/hour

MINIMUM QUALIFICATIONS: See Job Description

Capstone Community Action is an Equal Opportunity Employer and Provider. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.

Only those applicants selected for an interview will be contacted.

Send cover letter and resume to: jobs@capstonevt.org

Capstone Community Action, Inc.
JOB DESCRIPTION

Program: Head Start

Job Title: Head Start Home Visitor Pay Grade: 2

Last Review Date/Update/Change of Job Description: 8/2/16

A. General Statement: The home visitor works with an assigned caseload of families to support parents in strengthening their skills as the primary educators of their children. The 3-5 home visitor is expected to develop and apply expertise in preschool development, assessment and implementation of individualized services. The home visitor works cooperatively with other Head Start staff in a specific service area to deliver quality services to all enrolled families and to further the mission of Head Start. This position requires some evening and occasional weekend hours. The Head Start home visitor is supervised by the team manager and is responsible to the team manager and content area managers.

B. Essential Functions:

- Provide services as detailed in the Capstone Head Start content area plans to families assigned, including home visits and family outings of the quality, quantity, and duration prescribed by the program and applicable regulations.
- Document services provided to families and maintain records in accordance with program procedures and policies. Enter family and child data on the management information software and keep it current. Provide such statistical or other information as requested. Maintain confidentiality of all Head Start child and family information.
- Support and implement the NAEYC Code of Ethical Conduct and the positive guidance policy of the program.
- Provide guidance and leadership in planning and implementing parent meetings and activities based on parents' interests. Ensure that parents are aware of and supported in program governance activities such as local parent groups, Policy Council, and advisory committees. Participate in the production of the monthly newsletter and other promotional materials.
- Coordinate auxiliary services such as transportation and child care to eliminate barriers to parents' full participation in the program.
- Make appropriate referrals and provide follow-up to resources such as education, social services, and mental health as identified in the Family Partnership Agreement.
- Responsible for the recruitment of families for Head Start and maintenance of full enrollment and wait lists.
- Provide content area services to assigned caseload of children and families in health and nutrition; social services; parent involvement; education and training; disabilities and mental health in accordance with Head Start Performance Standards and Capstone Head Start content area plans. Gather child health

information and ensure that the required screenings are completed within 45 days of enrollment.

- Adapt program services to the needs of families with a child or member with disabilities. Initiate or join the ongoing efforts of other providers engaged with the family.
- Participate in professional development and collaborative activities including pre-service and monthly in-service training, local early education networks, basic staffing teams and IEP meetings, etc. Participate in interprogram and interagency team activities. Meet with team manager monthly to review work, goals and professional development. Develop an individual professional development plan annually. Promote Head Start and Capstone positively and proactively in the community and at meetings and initiatives.

C. Other Duties as Assigned

D. Qualifications:

- Minimum of home-based setting CDA or equivalent coursework as part of an A.A. or B.A. degree and have training or experience in early childhood education, child development and social services. Willingness to enroll in a program that will lead to an associate or baccalaureate degree in early childhood education or child development. Experience strongly preferred.
- Excellent written and verbal communication skills.
- Understanding of parenting issues, adult learning styles, and sensitivity to the needs of low income families.
- Commitment to working as part of a local team and acceptance of supervision
- Valid driver's license, reliable vehicle, and proof of insurance required.
- Willingness to commit to a flexible work schedule that includes some evening and weekend hours.
- Knowledge of community resources.

E. Signatures:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Program Director: _____ Date: _____