



<b>Title:</b>	Home Visitor – Early Head Start	<b>Program:</b>	South Coast Head Start
<b>Location:</b>	Coos Bay, Oregon	<b>Agency:</b>	Oregon Coast Community Action
<b>Pay Rate:</b>	Hourly, \$13.75 - \$16.00 DOE	<b>Classification:</b>	Full-time; Year-round; Non-exempt
<b>Reports to:</b>	Area Manager	<b>Staff Supervised:</b>	None
<b>Date Posted:</b>	05/22/18	<b>Posting Expires:</b>	06/05/2018
<b>HR Contact</b>	541-435-7090 hr@orcca.us	<b>Revised:</b>	May 2018

<b>External Applicants:</b> Please submit an employment application, cover letter and resume on our website, www.orcca.us or to hr@orcca.us.	<b>Internal Applicants:</b> Please submit a letter of interest and resume to hr@orcca.us.
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**Job Description**

**PRIMARY PURPOSE:**

Serve as primary case manager for Early Head Start (EHS) families enrolled in the home-based option, which includes expectant mothers and families with children ages 0-3. Delivery of high quality child and family services as defined by the Head Start Performance Standards, State Licensing Rules, program work plans, program goals, and other funding rules and regulations.

**ESSENTIAL JOB FUNCTIONS (REASON POSITION EXISTS IS TO PERFORM THESE FUNCTIONS)**

1. Create, build and maintain respectful, culturally responsive, and trusting relationships with families.
2. Plan and implement home-based learning experiences that ensure effective implementation of the home visiting curriculum and promote children’s progress, including for children with disability and dual language.
3. Conduct weekly home visits, lasting minimum of 1.5 hours in length, to assigned families.
4. Support parents as primary educators of and advocates for their child, helping strengthen the parent child relationship, and supporting families toward the fulfillment of their child’s potential for intellectual, social, emotional, and physiological growth.
5. Provide structure and support for developmentally appropriate parent and child home visit activities that meets the changing needs of infants and toddlers.
6. Provide parents with guidance on home safety, nutrition, child development, effective discipline, constructive play activities and other related topics.
7. Conduct developmental screenings and assessments as required.
8. Assist families in arranging and accessing required health exams and screenings.
9. Complete Family Information Survey, Family Partnership Agreement, and other required documentation to support parents through need identification and goal setting process.
10. Share community resources and their utilization with parents as needed, providing continued support during referral process.
11. Plan and facilitate two Family Group Times per month, with the overarching goal of supporting parents and children in making peer connections and supporting developmental needs. During this time staff will be required to:
  - a. Maintain an orderly and physically/emotionally safe environment.
  - b. Provide an atmosphere that promotes and reinforces parent involvement in the classroom focusing on both children and parents.
  - c. Ensure that appropriate snacks and meals are provided to children during group socialization activities following USDA nutrition requirements for the ages of children served.

12. Individualize to meet the needs of each child and family served, demonstrating cultural competence in all aspects.
13. Follow bi-lingual guidance in the staff notebook.
14. Record keeping:
  - a. Conduct enrollment procedures utilizing the Parent Program Guide.
  - b. Complete home visit follow-up electronic and written documentation on ChildPlus Database, Teaching Strategies Gold, Child Verification File, and others as required.
  - c. Maintain records, as defined in the Work Plan, in a timely and efficient manner.
15. Participate in recruitment and outreach activities as needed.
16. Beyond minimum home visits, may provide crisis intervention/ follow-up utilizing work plan guideline and crisis intervention policy.
17. Child Abuse Reporting Policy & Prevention (on-going)
  - a. To see that each family receives information on agency policy & prevention guidelines.
  - b. Follow agency procedures as mandated child abuse reporter.

#### **INDIVIDUAL AND TEAM EXPECTATIONS**

1. Attend staff meetings, center meetings, and/or other workshops/meetings as notified
2. Maintain a positive attitude regarding ORCCA and all its programs along with the Head Start program and philosophy
3. Model behaviors that demonstrate an understanding, acceptance and welcoming of diversity
4. Maintain respect and positive communication regarding all children, families and staff.
5. Maintain confidentiality of client and staff information.
6. Maintain open, two-way communication with staff
7. Accept suggestions and guidance from supervisor and other management staff
8. Seek feedback on job performance and evaluate suggestions and guidance to incorporate in performance
9. Commit to further training. Develop an individual training plan using program tools, as appropriate.
10. Communicate with supervisor regarding any needed changes or concerns with work schedule.
11. Adhere to agency procedures as a mandated child abuse reporter
12. Regular attendance is a requirement of the position.
13. Ability to perform the job with or without reasonable accommodations

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

1. Home-based CDA credential, or comparable credential, or AA/AS in ECE or AA/AS with equivalent coursework required
2. BA/BS in Early Childhood Education or BA/BS with coursework which meets Head Start performance standards preferred
3. Paid experience working with infants and toddlers preferred
4. One-year experience working with low income families preferred

#### **OTHER REQUIREMENTS**

1. Must be enrolled in the Oregon Department of Education-Child Care Division Central Background Registry at time of hire and update it as required.
2. Pediatric First Aid/CPR Certification within 30 days of hire and update it as required.
3. Oregon Food Handler's card or ServSafe® Food Safety Certification within 30 days of hire and update it as required.
4. Health Appraisal within 30 days of hire and update it as required.

#### **WORK ENVIRONMENT**

1. Geographic Area: Coos, Curry, and Coastal Douglas Counties, Primary Worksite: Coos Bay, Oregon
2. May lift items up to 51 pounds with or without reasonable accommodations.

3. Access to indoor office, in a climate-controlled environment; may not have access to sunlight. Regular activities outside in a non-climate controlled environment.
4. Regular kneeling, bending, stooping and sitting on the floor.
5. Regular walking and standing for prolonged periods of time.
6. Occasional events outside of the office at irregular hours will be required.
7. Attendance at off-site staff training events will be required.
8. Driving to home visits will be required if a function of the position.

**OTHER**

1. A current Oregon Driver's License is required.
2. Proof of automobile liability insurance @ \$100,000/300,000 liability limits and maintain such limits.
3. Reliable transportation for getting to work.
4. Must be free from illegal drugs, may be subject to suspicion testing.

The specific statements reflected in each section of this position description are not intended to be all-inclusive, but rather the basic elements and criteria considered being necessary in order to satisfactorily perform the duties associated with the position.

Oregon Coast Community Action is an Equal Opportunity Employer.

Please inform Human Resources at 541-435-7090 or [hr@orcca.us](mailto:hr@orcca.us) if you require an accommodation in order to participate in the application process. Apply online at [www.orcca.us](http://www.orcca.us)