



HOME VISITOR

- A. Classification: Exempt
B. Reports to: Program Coordinator
C. HBEHS/PCHP

The Home Visitor is responsible for visiting families and providing in-home teaching to both children and families as determined by the Parent-Child Home Program curriculum.

MAJOR RESPONSIBILITIES AND KEY TASKS

1. Attend home visits to CPS-PIHV Program participants.
2. Develop and maintain positive working relationships with children and families in the program.
3. Participate in the recruitment of families by developing/distributing flyers, canvassing the neighborhood, outreach events etc.
4. Conduct follow-up with families in order to maintain and adhere to agency attendance policy and other activities as required/assigned by contract or program.
5. Attend weekly team meetings to discuss the progress of families, well-being of Home Visitors, and program details.
6. Meet with children and families twice per month for up to 60-90 minutes each visit; model developmentally appropriate techniques and positive parenting skills through use of the curriculum materials.
7. Administer the ASQ/ASQSE with Parents, and return to FSS in a timely manner
8. Participate in socialization, family events, field trips etc., by planning and attending the events.
9. Perform other duties and special projects as assigned.

QUALIFICATIONS

Applicants for the position of Home Visitor shall possess a minimum of a B.A./B.S. in Early Childhood Education (ECE) or Child Development fields. B.A./B.S. degree attained in other fields must include credits in ECE/Child Development that are equivalent to a major (minimum 36 credits) in the field.

PROFESSIONAL EXPERIENCE

- Ability to communicate effectively with and relate to diverse internal and external constituents.
- Demonstrated oral and written communication skills.
- Must be able to maintain confidentiality
- Must be able to listen to people, understand the issues, respond appropriately, and bring issues to successful conclusion.
- Must be able to resolve problems, handle conflict, and make effective decisions under pressure.
- Must have valid driver's license and have access to a reliable vehicle.