



**Job Title:** Head Start Home Visitor

**Job Type:** Full Time | 9/80 Schedule

**Hourly Pay:** \$25.00 to \$30.00 DOE

### **General Function**

The Head Start Home Visitor position requires a high level of interaction with families and children. The HS Home visitor is responsible for educating parents/guardians on how they can influence and impact learning of their children within the home environment through a home-based program.

### **Essential Functions**

- Assist in the design, implementation, and delivery of an early childhood education program.
- Collaborate with parents to provide individualized educational services for children enrolled in the home-based program option.
- Support parent engagement and participation in planning and decision-making regarding their child's education and development.
- Connect children and families with community resources and services that address their unique needs.
- Maintain accurate student records, data, and required reports.
- Administer developmentally appropriate screenings and assessments for each child.
- Provide training and support to parents to strengthen their knowledge and skills as their child's primary educator and to promote family self-sufficiency.
- Review and process family applications to determine income eligibility and program qualifications.
- Facilitate and encourage parent involvement in program activities and services.
- Coordinate educational field trips and enrichment opportunities for children and families.
- Assist parents in maintaining a safe, healthy, and developmentally appropriate learning environment within the home.
- Support families in developing knowledge and skills related to health, nutrition, and child development.
- Participate in the recruitment and enrollment of families for the home-based program.
- Plan and conduct parent meetings, workshops, and family engagement activities.
- Conduct weekly home visits with assigned families in accordance with program requirements.
- Support the inclusion and mainstreaming of children with special needs and collaborate with specialists as needed.
- Maintain regular communication and daily contact with the assigned supervisor.
- Report suspected or known child abuse and neglect in accordance with California Child Abuse Reporting laws and agency procedures.
- Perform other related duties and responsibilities as assigned to support program operations, organizational goals, and the overall success of children and families served.



## Education

A qualified candidate must meet one of the following requirements:

- Associate of Arts (AA) degree in Child Development, Early Childhood Education, or a closely related field
- Possession of a valid **Teacher Permit or higher permit** and/or completion of at least 24 semester units in Child Development or Early Childhood Education, including infant/toddler coursework, and continue pursuing a degree and obtain one within two (2) years of hire.

## Experience

- Minimum of one (1) year of experience working in an early childhood education or family services program that emphasizes the parent's role in a child's development and learning.
- Bilingual (English/Spanish) proficiency, both written and verbal, is preferred.
- Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and other workplace technology tools.

## Physical and Mental Demands

- Requires ability to stand, walk, bend, stretch, reach, lift, carry, and sit for extended periods of time, as well as lift and move up to 30 pounds.
- Requires ability to read, interpret, and apply information from program regulations, reports, and assessments.
- Utilize problem solving and critical thinking skills; perform basic mathematical calculations and manage multiple tasks and priorities in a fast-paced environment.
- Must demonstrate sound judgement, effective organizational skills, and the ability to establish and maintain positive working relationships with children, families, staff, and community partners while providing quality services and meeting program deadlines.

## Operating Responsibility

- Ability to work effectively with individuals from diverse cultural, ethnic, linguistic, and socioeconomic backgrounds.
- Must be self-motivated, dependable, and capable of working independently with minimal supervision.
- Maintain a positive, solution-oriented attitude and commitment to providing high-quality services to children and families.
- Must obtain and maintain required health clearance, tuberculosis (TB) clearance, and fingerprint/background clearance in accordance with applicable state and federal regulations.

## Contacts

Has contact with all levels of agency employees as well as parents, children, and child professionals.



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Federation**

**Working Conditions**

Works in an office environment with regular field work required. Travel is necessary to conduct home visits, as well as to attend meetings, trainings, and community or network events. May be required to work occasional evenings or weekends to meet program needs. Must possess a valid driver's license, reliable vehicle, and current automobile insurance.

**Acknowledgement**

The Chicano Federation of San Diego County is an Equal Opportunity Employer. We encourage applications from all individuals, regardless of race, religion, color, sex, pregnancy, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, political affiliation, or any other protected class, belief, or characteristic.