



**The Chicano  
Federation**

## **Chicano Federation of San Diego County, Inc.**

### Job Description

#### **JOB TITLE: EARLY HEAD START HOME VISITOR**

**JOB TYPE:** Full-time

**HOURLY PAY:** \$15.00 to \$17.00

#### **GENERAL FUNCTION:**

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

#### **ESSENTIAL FUNCTION:**

- Assists in the design and delivery of an early childhood education program.
- Collaborates with parents in providing individualized education program for children in the home-based option.
- Provides parent education and involvement in planning and decision-making regarding the education of the child.
- Develop and implement program plans.
- Connects children and families with community-based resources that meet their unique needs.
- Maintains student data and prepares reports.
- Administers developmentally appropriate assessment for each child
- Provides training for parents to assist them in developing the knowledge and skills necessary to become the primary teacher of their own children and to become self-sufficient.
- Screens families applications for income qualifications and eligibility requirements.
- Facilitates parent involvement.
- Coordinates field trips to provide enrichment for children
- Assists parents in ensuring that a safe, orderly learning environment is maintained in the home.
- Assists families in developing knowledge and skills in health and nutrition
- Assists with recruitment of families for home-based program.
- Conducts parent meetings.
- Conducts weekly home visits to assigned families.
- Provides transportation services for children and families as needed.
- Prepares monthly school activities and annual theme calendars.
- Assists and collaborate in the application processes for supplemental services to families.
- Assist in the mainstreaming of children with special needs.
- Required to have daily contact with supervisor.
- Report suspected or known child abuse as required by Child Abuse Reporting Statue, California Penal Code, Section 11166.
- Required to perform other related duties as assigned.



**MINIMUM QUALIFICATIONS:**

**EDUCATION:**

A qualified candidate will have obtained one of the following requirements:

AA in child Development or related field.

24 units in Child Development, Early Childhood Education, which include infant/toddler units, and continue to earn a degree within 2 years.

**EXPERIENCE:**

At least one year of experience, which includes working in a program that emphasized parent's role in the child's development and learning

**COMMUNICATION/LANGUAGE:**

Bilingual/Bicultural preferred; demonstrated skills in written and oral communication.

**COMPUTER SKILLS:**

Ability to understand and use a variety of computer applications and appropriate software such as, Microsoft office (excel, word, power point, publisher etc.) which includes spreadsheets and word processing, workplace electronic technology, including Internet access, networking, and e-mail and the ability to learn to use child tracking software;

**PHYSICAL DEMANDS:**

Requires prolonged or frequent standing, bending, stretching, reaching, lifting and sitting; must be able to lift up to 30 lbs; requires use of fine motor skills and frequent use of close and distance vision;

**MENTAL DEMANDS:**

Requires the ability to read and interpret data, apply problem solving skills, use of mathematical applications and reasoning, ability to multi-task; and demonstrated ability to build relationships among parents, clients, staff, and community.

**OPERATING RESPONSIBILITY:**

Must interact with agency employees at all levels in a personal and professional manner. Excellent communication skills required to represent the organization in a professional manner. Must be able to work well with diverse ethnic group. Must be self-motivated and able to work independently. Ability to present a positive attitude at all times. Must have Health, TB and Fingerprint Clearance as required by State and Federal regulations.

**CONTACTS:**

Has contact with all levels of agency employees as well as parents, children, and childcare professionals. Report directly to the Program Manager.

**WORKING CONDITIONS:**

Travel is required to perform job duties/functions, and attend meetings, trainings, and workshops. Must have a vehicle, current driver's license, and proper insurance. Must be available to work occasional evening and weekend hours.