

Job Summary:

To implement a comprehensive child development program to expectant mothers and children aged 0-2.9 years of age who are from low-income families. This program is provided in the home setting and is conducted in accordance with the Early Head Start (EHS) Performance Standards. Receive general supervision from Home Based Supervisor.

Essential Functions:

- Identify, recruit and enroll eligible Early Head Start expectant mothers or children;
- Conduct weekly 90-minute home visits;
- Provide age appropriate curriculum and activities for child development in the home;
- Model positive responsive care giving techniques for families as an effective strategy to interact with their children
- Complete screenings and on-going assessments of children upon enrollment;
- Complete assessment on families in order to help them meet their needs and goals;
- Plan bi-monthly socialization group experience - each lasting two hours,
- Promote parental involvement in curriculum planning, program governance, and the overall EHS program;
- Promote health and safety in the home setting and at socialization sites;
- Act as liaison and advocate between community resources and families;
- Coordinate with other program staff in meeting the needs of the children and families;
- Participate in on-going training on “reflective practices” as a means to improve quality of services provided to vulnerable families with infants and toddlers;
- Work as a team with other support staff to plan effective goals for families and their young children;
- Build positive culturally respectful relationships with families and their young children;
- Attend in-service meetings and workshops;
- Complete documentation of home visits, socialization experiences, and other relevant activities;
- Maintain confidentiality of family records and information
- Perform other duties as assigned.

Knowledge and/or Abilities:

- **Abilities to:**
 - Work with low income and high-risk families of diverse cultures
 - Manage difficult situations
 - Foster trust
 - Interpret and apply federal and state regulations and statutes
 - Maintain confidentiality of records and information
 - Communicate clearly, concisely and professionally both orally and in writing
 - Design and oversee the implementation of a comprehensive plan for providing EHS services to families and partnership with those families
 - Proof own work for errors, consistency and completeness.
 - Speak, read and write both English and Spanish proficiently.
- **Knowledge of:**
 - Theories and principles of early child development and adult learning & interactions
 - Cultural and social differences of the people we serve
 - Local social services agencies
 - Report writing and generation.
 - Education and training resources that can assist families.
 - Computer software – such as Microsoft Word & Excel.

Working Conditions: Environment/Physical Abilities: Other people’s homes; Traveling throughout Tulare County; Occasional travel and/or training outside Tulare County; The noise level can be from extremely quiet to high; Sitting on small chairs and standing for extended periods of time; Sitting on floor; Kneeling and crawling;

Bending, stooping, crouching; Talking and hearing; Regularly pick up 25 lbs; Occasionally lift and/or move up to 50 pounds; Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Education and Experience:

Minimum qualifications:

- Possess a recognized Child Development Teacher Permit or Child Development Associate (CDA) Credential,
- Possess an Associate or Baccalaureate degree in Child Development or a related field or is enrolled in a program leading to such a degree,
- Completed 12 college units in Child Development or Early Child Development **with 3 units of infant/toddler course work.**

Additional Requirements:

- Home Educator II requires 40-59 college units in Child Development or Early Child Development.
- Home Educator III requires 60 + college units in Child Development or Early Child Development.
- Home Educator IV requires an AA/AS degree plus 30 transferrable units post degree.
- Home Educator V requires a BA/BS degree.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.
- Proof of automobile liability insurance.

FLSA Status: Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.