



Inter-County Community Council
Early Head Start Home Based Educator
SUBSTITUTE
Position Description

Position Purpose

Primary case manager for EHS families enrolled in the home-based option. To provide in home instruction as well as group socialization experiences to parents and children (infants and toddlers) which will enhance the parents ability to fill the role of primary nurturer of their child. Maintain on-going contact with families and work with all other components (health, nutrition, family services, mental health, special services, parent education and resource/referral) to integrate services into the family setting. Must meet requirements per Federal Head Start Performance Standards and any local, state and/or agency policies and procedures.

Essential Job Responsibilities: Performance Indicators

Home Visits

1. Create and maintain respectful partnerships with families.
2. Drive to family home and deliver health, educational, nutritional and child growth and development information to parents via 90 minute weekly visits (46 per program year).
3. Coordinate with parents to ensure that prenatal, well-child exams, immunizations, health screenings, and nutrition assessments are complete and necessary follow up occurs.
4. Complete family partnership agreements, developmental and social emotional screenings and all other required assessments with families in a timely manner, including the development of family / parent goals.
5. Assist and support families in locating resources and scheduling appointments with community resources that best meet their needs.
6. Provide support in parent and child activities that encourages developmentally appropriate activities for the changing needs of infants and toddlers.
7. Encourage parents to participate in Parent Committee meetings, Policy Council, and other program activities.
8. Provide support of achievement of ICCC Head Start's school readiness goals for enrolled children.

Planning, Preparation and Documentation

1. Review each child's school readiness goals and write comprehensive individual plans designed to promote current learning and attend to nutritional, health, and social issues.
2. Develop and utilize teaching methods and materials for use in the home.
3. Maintain accurate written/electronic records including: materials, inventory, health information, assessments, IFSP/IEP documentation, screening instruments, anecdotal observations, and other required forms in a timely and objective manner, including use of ChildPlus, Ounce, EXCEL, or other electronic database programs.
4. Actively participate in securing in-kind contributions from families, professionals, and community members.

Parent Meetings & Coordination

1. Plan and facilitate group meetings which provide education and information on current Head Start policy and curriculum development.
2. Coordinate parent volunteer schedule, assuring adequate involvement and appropriate adult to child ratio.
3. Communicate frequently with other staff and parents; serve as liaison among medical and social services in the community; act as an advocate for Head Start families.
4. Attend and assist with Parent Committee meetings throughout the program year.

Staff Trainings / Meetings, Community Collaboration, Misc.

1. Be familiar with, understand and follow the Federal Head Start Performance Standards.

2. Be familiar with, understand and follow the ICCC Personnel Policies and values.
3. Meet regularly with consultants and community collaborators to assure quality services. Engage parents in volunteering, community service, and other ways of contributing to program activities and services.
4. Attend meetings, staffing, trainings, and professional development activities as appropriate to maintain current credentials.
5. Attend all in house staff training opportunities as assigned.
6. Participate in strategic planning, program self-assessment, and other efforts for program improvement.
7. Attend mid-year and annual performance evaluation and complete annual goal setting to improve job performance.

Minimum Requirements:

- Minimum of Child Development Associate (CDA). Associate Degree (AA) in Early Childhood Education or related degree preferred.
- Must have knowledge and experience in infant/toddler (0-3 yrs) development, education, health, nutrition, safety as well as family dynamics and adult learning principles, typically gained by at least one year of relevant work experience.
- Knowledge of community resources and referral experience assisting families in need of services is highly desirable.
- Must have flexible schedule to accommodate family needs, may include some evening or weekend hours.
- Excellent written and verbal communication skills.
- Intermediate to advanced computer skills, including internet and e-mail.
- Must have a valid MN Driver’s License and proof of insurance. An agency vehicle will be provided for home visit purposes throughout our 3 ½ county service area.
- At time of hire, must pass a MN Background Study.
- At time of hire, must be approved by ICCC Head Start Policy Council.

Knowledge, Skills and Abilities:

- Frequent significant decision and problem solving abilities.
- Ability to work as a team member collaborating with ICCC staff, parents and community resources.
- Ability to supervise and monitor children at all times to ensure a safe environment. This includes the physical ability to monitor and move quickly in order to respond to children who are very active and may need redirection in order to insure their safety or the safety of others.
- Ability to respond appropriately to an emergency or crisis situation.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language and values of each individual, family, and community.
- Ability to maintain the integrity of confidential employment, client and business information.
- Frequent driving for home visits, sometimes in outlying areas.
- Regular kneeling, bending and sitting on the floor to attend to child’s needs.
- Occasional lifting up to 40 pounds.

Position Information

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| <ul style="list-style-type: none"> • Full Year (50 weeks), Full Time (30-40 hr/wk) Position • Salary Range: \$14.38-15.94 per hour • Non-exempt | <ul style="list-style-type: none"> • Immediate Supervisor: Child Services Coordinator • Working Hours: Primarily 8:00 am - 4:30 pm, flexibility for family events / home visits • Office Location: TRF Office / Oklee Office for scheduled Staff Days |
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