POSITION GUIDE

Position Title:	Early Head Start Home Visitor/ Family Service Worker	**Code:**	
Department:	Early Childhood & Special Education Services	**Group:**	EHS/HS
Reports to:	Early Head Start/Head Start Services Coordinator	**Date:**	July 2019

PURPOSE OF POSITION:

The Lebanon County Early Head Start Home Visitor/Family Service Worker is responsible for providing supports for eligible children, pregnant women, and their families through the assessment of needs and the provision of ongoing support to children and families throughout their EHS and Head Start experience.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
- ***professional and courteous verbal and nonverbal communication***
- ***proactive problem solving***

1. Conduct weekly, 90-minute home visits to birth to 3-year-old children and/or 60-minute, bi-monthly home visits to pregnant women and their families to provide education and support services to an average caseload of 10 families.
2. Participate in the planning and implementation of EHS socialization activities to address the individual goals of children and their families and provide appropriate individual follow-up.
3. Facilitate developmentally appropriate, parent-child activities in the context of home visits and socialization activities for EHS children.
4. Conduct developmental screening and ongoing, child assessment of enrolled EHS children.
5. Complete a comprehensive, strength-based assessment with EHS and HS families on assigned caseload and utilize this information for support and referrals as indicated.
6. Deliver evidence based services in accordance with the Head Start Performance Standards to enrolled pregnant women in the context of the EHS home visit.
7. Collaborate with EHS/HS families on assigned caseload to development Family Partnership Agreements to support the family's achievement of targeted goals.
8. Promote parental involvement in planning for home visits, program governance, and the overall EHS/HS programs.
9. Monitor and educate EHS/Head Start parents with respect to children's health status, including medical follow-up, physical health, dental health, mental health, and nutritional intake to ensure program requirements are met and families are aware of necessary resources.
10. Actively participate in the overall coordination of services of the EHS/HS program, including recruitment and retention activities, as well as activities which promote the program's continuous improvement, including program self-assessments.

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11. Participate in the planning and execution of EHS/HS parent meetings, parent trainings and specialized parent groups.
12. Maintain ongoing and regular contact with HS education staff and HS Family Service Worker in order to serve as the liaison between the classroom and family in regard to attendance, social service and behavioral health concerns.
13. Demonstrate culturally competent practice by having an awareness of a wide spectrum of community resources, as well as by delivering services in languages other than English as necessary.
14. Act as liaison and advocate between community resources and EHS/HS families.
15. Maintain accurate documentation of home visits, socialization experiences, and other relevant activities/services, as required by the EHS/HS Programs.
16. Maintain confidentiality of family records and information.
17. Adhere to the established work schedule through regular and consistent attendance.
18. Contribute to the effective team management of all problems, issues, and, opportunities.
19. Perform other duties as assigned.
20. Follows all federal, state and local laws/ requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education Required: Bachelor's degree in child development, education, social work or related social service field.

Licenses Required: Valid PA Driver's License and good driving record.

Other Qualifications: Ability to work in the homes of families residing in high-risk communities.

- Capacity to problem solve, handle crises, and work with families and children of various cultures from low-income backgrounds.
- Strong organizational, communication, and problem-solving skills
- Strong computer skills including experience working with data bases
- Flexibility with respect to time and days able to work
- Bilingual, preferred

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Sit: 35%; Walk/stand: 65%; Driving to other locations: as required for position

Lifting: Up to 25 lbs. - Lifting of light boxes and office material (unless otherwise noted below)

Vision: Close concentration

Mental Demands: Interpret, analyze and problem solve

Environment: Typical office environment, community (agencies and homes) and classroom environments

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I have reviewed the essential functions, knowledge and skill requirements, and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

Print Name

Signature

Date

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