

# **LEWIS-CLARK EARLY CHILDHOOD PROGRAM JOB DESCRIPTION**

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**TITLE: HOME VISITOR/FAMILY ADVOCATE (Early Head Start)**

**EXEMPT/NON-EXEMPT: NON-EXEMPT**

**REPORTS TO: EHS EDUCATION AND FAMILY SERVICES SUPERVISOR**

**ISSUE DATE:**

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## **GENERAL POSITION SUMMARY:**

The Home Visitor/Family Advocate position is responsible for the implementation of comprehensive direct services to the children and their families. Services by the Home Visitor are conducted in the home and include but are not limited to child development, health, nutrition, dental, mental health, prenatal & post-partum, disabilities services, social services, and family services. The Home Visitor must ensure that the child development and child health requirements are met as required by the Head Start Performance Standards. Job Duties may vary with each center.

## **ESSENTIAL FUNCTIONS / MAJOR RESPONSIBILITIES:**

- Maintain confidentiality and exercise sound judgment.
- Be able to effectively carry out duties and responsibility as assigned
- Develop in partnership with family(s), goals for each assigned child.
- Plan and carry out, with team members, developmentally appropriate socialization and home activities that meet the goals of all children.
- Effectively implement the curriculums stipulated in the Operations Procedures Manual to provide for a comprehensive safe and healthy learning environment for the children.
- Be responsible for maintaining and tracking materials, supplies and inventory assigned to the program and to be used on the home visits.
- Encourage family participation in all aspects of the LCECP Program in accordance with the family(s) interest.
- Assure that families are assisted in getting intervention services.
- Work with and support families in getting the health, nutrition and dental services needed by each child, in addition ensure the child is familiarized with these services prior to actually receiving the services.
- Assist families with self-sufficiency activities.
- Conduct home visits that cover all areas of Early Head Start (health, dental, child development, disabilities, nutrition, mental health, and social services).
- Enlist the participation of the Family directly in the educational experiences of the child.
- Serve as liaison between Early Head Start and area agencies serving families (to collaborate - share information).
- Complete family partnership agreements.
- The Home Visitor will conduct weekly home visits.
- Follow Agency policy to assure child abuse and neglect are reported and followed up on in a timely manner.
- Plan and assist with transition activities.
- Maintain a clean, orderly, and safe work environment.
- Other duties as assigned.

**SECONDARY FUNCTIONS:**

- Assist in assuring that each family/child is linked to a system of health care and that the family has an ongoing source of continuous, accessible medical care.
- Assist families with family meetings and as needed at family-sponsored activities.
- Team with other staff in recruitment, enrollment of eligible families.
- Must have the ability to work effectively as a team member. Be able to give and receive information in a positive manner.
- Must be able to represent LCECP in a positive manner.
- Obtain and track program in-kind
- Must be conscientious in looking for in-kind opportunities and recording in-kind services appropriately.

**JOB SCOPE:**

- The Home Visitor is responsible for assisting families in obtaining health, nutrition, dental, mental health, disabilities services, and social services as well as family education services within the home base model.

**SUPERVISORY RESPONSIBILITIES:**

- None

**INTERPERSONAL CONTACTS:**

- This person has regular contact with low-income families in their homes. The most common internal contact will be with team members and the site supervisor.
- The person in this position will need to be conscientious that all employees represent the Lewis-Clark Early Childhood Program (LCECP) in the community, with other agencies and also occasionally in the media.
- It is an expectation of all LCECP employees that while performing their duties they assure that all adults and children are treated with “unconditional positive regard.”
- Employees are required to report anything that comes to his/her attention that might be considered illegal or a breach of LCECP’s policies or standards. Such issues, etc. may come to employees from families and/or community members as well as co-workers during the course of performing their duties.

### **SPECIFIC JOB SKILLS:**

- Must have the ability to work effectively as a team member. Be able to give and receive information in a positive manner.
- Must be able to read, understand and implement professional material.
- Must be willing and able to treat everyone with “unconditional positive regard” while performing your job duties.
- Good conflict resolution skills are essential.
- Must be able to represent LCECP in a positive manner.
- Ability to actively participate in team development and team-oriented processes and motivate others (Families and staff) to do the same is required.
- Must be able to accurately and adequately generate, complete and maintain written reports as assigned
- Basic computer skills.

### **EDUCATION AND EXPERIENCE:**

- Home Visitor CDA or
- Bachelor Degree in Social Work or an AA or Bachelor Degree in Early Childhood Education/Child Development or a related field.
- Must be willing and able to keep certification active and be willing to take classes to increase job skills and knowledge
- Experience working with children and families preferred.

### **JOB CONDITIONS:**

- Requires the employee to work in an early childhood environment: bending, sitting on the floor/small child sized chairs while interacting with children and at their eye level.
- Requires Family/staff visits. These visits are conducted in the homes of the families. Visits may need to be scheduled some evenings and occasionally on weekends.
- Must be able to carry food trays weighing 10-20 pounds on a regular basis and be able to lift a child weighing up to 50 pounds.
- Must pass a health screen and a criminal background check that meets required state, federal and LCECP standards.
- Must possess a valid driver’s license; have an acceptable driving record; have a safe, dependable vehicle available for possible business use; and provide proof of current vehicle insurance adequate to meet state insurance requirements.
- Must obtain a food handler card, if applicable.

**Additional Requirements**  
**Requirements by Percentage of the Workday**

<b>Physical Requirements</b>	0-10%	10-25%	25-50%	50-75%	75-100%
Lifting				X	
Standing			X		
Walking			X		
Running	X				
Bending/Crouching				X	
Kneeling/Crawling				X	

**Lifting weight**

Less than 10#			X		
10-25#				X	
25-50#				X	
50-75#	X				
75+#	X				

<b>Environmental Exposure</b>	0-10%	10-25%	25-50%	50-75%	75-100%
Hot		X			
Humid	X				
Cold		X			
Wet/Damp	X				
Machinery*	X				
Risk of burns/chemical exposure	X				
Outside elements (sun, rain, etc)		X			
Loud (above normal class level)	X				
Indoor environmental elements (smoke residue, etc)		X			

\*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

**Math Requirement**

- Moderate math, percentages, ratios, graphing, ability to perform simple and basic math in your head. Some geometry or algebra math with equations.

**Language Requirement**

- Ability to read and understand complicated technical, scientific, legal or financial documents. Ability to

**Reasoning**

- Ability to apply concepts, principles, and philosophies to make decisions where few concrete rules exist.

**This job description is not a contract for employment. Duties may be changed at the Administration's discretion. The employee is expected to do other duties as assigned, which obviously fall within the scope of this job. The Lewis-Clark Early Childhood Program is an "At Will" employer.**

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**I have read and understand, the duties and expectations of this position and commit to carrying them out to the best of my ability for as long as I hold this position with Lewis-Clark Early Childhood Program.**

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Employee's Signature                      Date

**I have gone over this job description with this employee**

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Supervisor's Signature                      Date

Date of Board Approval: 9/24/09  
Date of Policy Council Approval: 9/24/09