



Home Based Family Educator 3-5

Date: 10/01/21

Reports to: Program Coordinator (Home Based)

Department: Early Childhood Services

Classification: Full-time

Status: Exempt

POSITION SUMMARY:

Assist parents in providing developmentally appropriate learning opportunities for their own children, in their own homes using the principles of adult education with materials and resources that are readily available and/or easily accessible.

ESSENTIAL FUNCTIONS:

- Recruit individuals and families meeting Head Start program requirements for services within the identified service area.
- Identify, refer, and work cooperatively with local community agencies and providers to ensure comprehensive services to meet family needs
- Utilize Head Start Specialists/Leads to improve quality, comprehensive services for families
- Be responsible for all necessary Social Services, Parent Involvement, Health, Nutrition, and Special Needs services to families
- Conduct 48 weekly home visits that are no less than 90 minutes and include all necessary components based on family needs, and according to the families learning style
- Provide information and techniques to parents to assist them in gaining knowledge about child development which will support their child's school readiness
- Team with parents to provide individualized lesson plans that includes parent goals and interests
- Assist families in pursuing educational and professional development opportunities
- Perform and review monthly an ongoing family-based assessment to develop the goals and needs of families. Assist and support families in meeting those goals to achieve self-sufficiency
- Track all referrals and resources made and identify gaps in those services that are not available
- Complete Home Visit report with family at conclusion of each visit and plan activities for next visit
- Be available to work flexible hours to meet Head Start family needs
- Submit monthly reports and complete data entry to MSCORE, GIVER, PIR, Creative Curriculum.net, roster, and attendance as per assigned due dates
- Attend all required meetings and events
- Maintain ongoing assessments for each child using the Creative Curriculum/portfolio system including Denver II and Home Inventory screenings
- Collect, track, maintain, and coordinate health requirements with the assigned Health Coordinator and health aide bi-weekly
- Guide parent in preparation for one nutrition activity in the home per month
- Help parents to plan parent meetings and projects that are of interest to all parents
- Partner with parents to plan a group experience, no less than twice a month which is 24 or more group experiences per year
- Work cooperatively within the program and with community partners to conduct transitional activities and socializations such as PACT night
- Transport families as per program requirements to meet family needs
- Prepare in January and July an inventory of supplies on master sheet and provide a copy to the central office
- Maintain a clean and adequately serviced vehicle

- Continue Professional Development as required for your position
- Budget funds for program with assistance from Home Based Program Coordinator
- Ability to work unconventional business hours to meet the family's needs
- Utilize Positive Behavior Support (PBS) strategies to prevent and defuse disruptive behavior
- Comply with Head Start Performance Standards
- Respect and support cultural differences and diverse family structures
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times
- Attend mandatory In-Service trainings and staff meetings
- Responsibility to report any suspected abuse or neglect to appropriate authority
- Advocate for SEK-CAP, Inc. in the community
- Maintain and assure confidentiality and privacy of SEK-CAP, Inc. customers
- Uphold and promote the core values and mission statement of SEK-CAP, Inc.
- Support management decisions both in actions and words
- Other duties as assigned

KNOWLEDGE AND EXPERIENCE:

Essential:

- Basic computer skills on IBM compatible P.C. systems and software.
- Basic operation skills of general office equipment such as photocopiers, faxes, and phone systems.
- Superior interpersonal skills. Ability to get along with diverse personalities. Tactful, mature, and flexible.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing.
- Resourceful and well organized self-starter, needing minimal supervision.
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
- Ability to learn and adapt.

Desired:

- Knowledge of community resources and program resources, referring families as needed.
- Knowledge of Head Start Performance Standards.

EDUCATION AND QUALIFICATIONS:

- Bachelor's degree in Early Childhood or field related degree with Early Childhood Emphasis preferred, State certification in Early Childhood, or CDA credential or obtain CDA after one year's employment
- Obtain First Aid and CPR certification within 30 days
- Successfully complete a physical exam and TB skin test before beginning employment and every three years thereafter, with the exception of a diagnosed medical condition requiring annual exams
- Submit to and pass standard criminal history check
- Submit to and pass standard drug screen test
- Possess current, valid driver's license and be insurable by the organization's motor vehicle insurance carrier

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use hands to finger, handle, or feel
- Reach with hands and arms
- Sit or occasionally stand; walk and stoop, kneel, or crouch
- Regularly lift and/or move up to ten pounds

- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus
- Occasional exposure to wet and/or humid conditions
- Outside weather conditions
- Extreme cold and extreme heat
- Noise level is usually quiet to moderate
- Be fully vaccinated for COVID-19 before beginning employment

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

Supervisor Signature

Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

Employee Signature

Date