

<b>POSITION</b>	<b>HEALTHY FAMILIES AMERICA HOME VISITOR</b>
<b>CLASSIFICATION</b>	Non-Exempt/Full-Time
<b>COMPENSATION</b>	Level F, G, or H
<b>SUPERVISORY CONTROL</b>	HFA Program Manager
<b>SUPERVISION EXERCISED</b>	N/A
<b>SUMMARY of RESPONSIBILITIES:</b> deliver home-based Healthy Families America services to families	

## QUALIFICATIONS

<p><b><u>EDUCATION &amp; EXPERIENCE:</u></b>  <b>Required:</b> CDA in home-based or infant/toddler</p> <p><b>Preferred:</b> Associate's degree in early childhood education or related field. 2 years' experience in services with infants/toddlers/preschoolers and 1 year's experience working with families in a home-based setting</p>	<p><b><u>KNOWLEDGE &amp; SKILLS Required:</u></b></p> <ul style="list-style-type: none"> <li>• Creativity in nurturing and teaching</li> <li>• Practices that support parents &amp; parent-child interactions</li> <li>• Creativity in delivery of family services</li> <li>• Ability to work in a collaborative team setting and coordinate services across multiple providers</li> <li>• Motivation and self discipline to learn independently</li> <li>• Good writing skills</li> <li>• Ability to establish trusting relationships</li> <li>• Experience and/or willingness to work with culturally diverse populations</li> <li>• Acceptance of individual differences</li> </ul>
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## GENERAL EXPECTATIONS

1. Have an interest in and concern for children and their families.
2. Follow policies and procedures of the organization.
3. Consistently report to work on time prepared to perform duties of position.
4. Support agency mission and program philosophy.
5. Maintain confidentiality.
6. Maintain a positive and respectful attitude.
7. Use agency computer system to complete duties.
8. Attend and make use of training opportunities.

## DUTIES AND RESPONSIBILITIES

1. Deliver Healthy Families America (HFA) services to assigned children and their families, consistent with the program plan of this agency.
2. Coordinate home-based activities.
3. Work with families and HFA team toward developing a plan for each child and family, taking into consideration the program goals, the individual needs of family members, and community resources.
4. Encourage and support parent involvement and participation according to program guidelines.
5. Work toward promoting safety at home.
6. Use space, materials, and routines as resources for constructing an interesting and enjoyable environment for exploration and learning.
7. Use a variety of equipment, activities, and opportunities to promote the development of infants and toddlers in all developmental areas according to National Association for the Education of Young Children appropriate practices for these age groups along with curriculum framework and resources.
8. Encourage and reinforce appropriate interaction among adults and infants/toddlers/preschoolers.
9. Help each child and parent to develop positive self-esteem.

10. Coordinate/collaborate with HFA staff to ensure that each child/family is receiving a comprehensive, integrated, individualized program of services.
11. Support the social development of children through the older toddler years and preschool years.
12. Promote an environment in which parents can learn and practice behaviors that are acceptable and appropriate, individually and in a group.
13. Ensure an effective program by managing available resources through planning, organizing, record keeping, and assessment.
14. Coordinate with child care agencies serving HFA children to ensure the child/family is receiving comprehensive early childhood services.
15. Provide leadership and organization for family/parent gatherings/trainings in collaboration with the HFA team, and for any other site coordination and collaboration meetings or activities.
16. Attend parent meetings, as needed.
17. Assist parents as they transition to employment; providing assistance with child care and employment demands.
18. Work collaboratively with other agencies providing services to HFA children and families.
19. Seek out and participate in opportunities for growth, within and outside the agency. Must participate in HFA, SUMCD and other staff trainings and in-services as per HFA funding requirements, individual training plans and any action plans specified on performance assessments.
20. Provide transportation to children and families in personal vehicle or agency vehicles as needed.
21. Perform other duties as assigned.

## **PHYSICAL FUNCTIONS**

In order to carry out the essential functions of this position, the employee must be able to perform the following physical functions without any health restrictions: stand and walk for 30 minutes continuously; run for 2 minutes continuously; sit in adult chairs for 60 minutes continuously; sit in child size chairs for 30 minutes continuously; sit on the floor for 30 minutes continuously; squat, kneel, and bend frequently and continuously; push up to 30 pounds on flat surfaces; lift and carry 30 pounds; reach to shoulder height; balance for unpredictable environment with obstacles; climb up and down stairs; hear and see within normal ranges; work indoors in temperatures between 60 – 90 degrees; outside temperatures between 25 – 95 degrees; finger dexterity to be able to write, type, manipulate toys, cooking activities; exposure to noise which is typical in a classroom setting; drive a vehicle.

## **MENTAL REQUIREMENTS**

Effective English communication skills verbally and in writing, including both expressive and receptive skills.

Creativity in service delivery of family services along with team management and coordination.

Effective time management.

Mental flexibility.

Child behavior management which supports learning in a relaxed, calm environment.

Effective adult learning approaches and techniques.

Judgment which results in sound decisions.

Initiative and resourcefulness in meeting job requirements and objectives.

## **EMOTIONAL REQUIREMENTS**

Motivation and self discipline to learn independently.

Patience in family services, teamwork, and supervision.

Interpersonal skills which support constructive workplace relationships and teamwork

Manage repetitive instructional tasks such as observations/assessments, ECE skill teaching (with adults and children) without experiencing undue stress.

Maintain energy and display enthusiasm for work.

Take appropriate emotional risks to implement new techniques and approaches.

Maintain professional boundaries with other employees and with children/families.

## **MARGINAL FUNCTIONS**

Provide transportation in personal vehicle or agency vehicles as needed: Have access to a vehicle with current registration, inspection and insurance; have a valid state driver's license; agree to use safety equipment in the vehicle properly; and be willing to use this vehicle on the job for self and transportation of others.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone of this position may perform. All employees of Snyder Union Mifflin Child Development, Inc. are expected to perform tasks as assigned, regardless of job title or routine job duties.

**I HAVE READ AND UNDERSTAND THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.**

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Name

Date