



## **STEP FORWARD**

### **Classification Specification**

### **HOME BASED VISITOR (2170)**

#### **Purpose of Classification:**

The purpose of this classification is to provide educational and support services to low income families of children who are enrolled in Head Start and Early Head Start programs. Conducts weekly home visits to increase socialization, participation and utilization of program services by families.

#### **Essential Functions:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Recruits, enrolls and maintains an active caseload of 10 – 12 children enrolled in the Head Start and Early Head Start programs; maintains a waiting list and follow-up periodically with families to give updated information on enrollment timeframes; conducts weekly home visits and acts as a liaison and advocate between community resource and the families.

Conducts screenings and on-going assessments of young children's development and educates, monitors and recommends health, dental, nutritional, mental health and social needs to families; promotes parent/caretaker involvement in curriculum planning, program governance, parent training and the community resources available.

Identifies appropriate resources (depending on needs) for families, refers families to them, and makes contacts with resources to follow-up on services offered and provided; maintains and monitors program information; participates in multi-disciplinary team meetings to assess family needs and conduct interventions and ensures family plans are being delivered as needed.

Conducts home visits to ensure on-going contact with the family and assists the families with attendance, medical and dental services and various other program information and issues; encourages parent involvement and participation in child's activities; and utilizes a Parent as Teachers curriculum and various other adult learning principles for early childhood education in the home.

Attends and participates in meetings, recruitment activities, training sessions, conferences and workshops to provide best practices and professional development to assist with increasing job knowledge and abilities.

#### **Additional Functions:**

Performs other related duties as required.

## **Minimum Qualifications:**

Bachelor's Degree in Child Development, Social Work or Family Development or a related field required; supplemented by one year of work experience in teaching, social work, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**License or Certification Required:** Must possess and maintain a valid Ohio driver's license. Must have State of Ohio ACT 33 (Child Abuse) ACT 34 (Criminal Record) and ACT 14 (FBI) Clearances.

## **Performance Aptitudes:**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials such as computer, printer, copier, and fax machine used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA Compliance:**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as, temperature and noise extremes, traffic hazards, bright/dim lights, animal/human bites, disease, or pathogenic substances,

*Step Forward is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Agency will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*