



# American Indian Health and Family Services Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

## Job Description

**Job Title:** Home Visitor

**Department:** Community Wellness

**Program:** Early Head Start (EHS)

**Reports To:** Lead Home Visitor

**Employment Category:** Full-Time

**FLSA Status:**  Exempt or  Non-Exempt

**Position Summary:** In collaboration with the Lead Home Visitor, Education Specialist, the Home Visitors plan and ensure implementation of a comprehensive program plan that supports pregnant women, infants, toddlers and their parents in the home. Through weekly home visits, parents, children, and pregnant women will receive education, health, mental health and social services support to enhance the growth of children and prepare them and their parents for school success.

### Essential Duties and Responsibilities:

- Required to flex schedule to ensure that if home visits are canceled by either parent or staff that they are rescheduled in a timely fashion.
- Must ensure that weekly home visits are conducted and ADA for each assigned child/family is at or above 85%.
- Plan and implement individual education plans for each child or pregnant women using the *Growing Great Kids* curriculum and other resources that meet the intellectual, physical, emotional, and social needs of each child.
- Assist with problem solving and provide emotional support to parent(s).
- Be a positive role model and give positive feedback to empower clients in regards to problem solving, self-care, birthing and parenting.
- Have a clear understanding of client's support systems and significant family members and encourage their positive involvement.
- Work with parents to strengthen the family's knowledge of child development, including assisting parents to understand how children grow and learn, and planning and conducting child education activities with the parents, which meet the child's intellectual, physical, emotional, and social needs.
- Assist parents in creating a home environment that is conducive to learning and appropriate to the maturity and interests of the Early Head Start child.
- Assist parents and children in the home to achieve curriculum goals.
- Assist parents in meeting the health, nutrition, and social service needs of the family.
- Work with the Early Head Start Team to plan group socializations.
- Encourage parents to attend socializations, parent education programs, Parent Committee and Policy Committee meetings.
- Coordinate transportation needs as required.
- Assist in evaluating the progress of children and providing reports to parents, Education Specialist, Director, Parent Family Engagement Specialist and governing bodies. Assist with completing skill checklists and ongoing observation, as it relates to the COR Advantage assessment tool.
- Maintain confidentiality.

- Maintain records as required (i.e. narratives, case notes, attendance records, etc.) and document services delivered in a timely fashion.
- Must address children, families and staff with respect and by name.
- Maintain a positive and professional working relationship with clear professional boundaries that are sensitive and accepting of differences with staff and families.
- Assist parents to strengthen their knowledge of community resources.
- Coordinate with other staff regarding health screenings for children and other family members. Assist in obtaining and informing parents of needed screenings for child's file. Reports weekly to the Health Specialist the number of screenings completed and still needed as it relates to their case load.
- Establish a strong system that supports ongoing communication with the Family Service Worker as it relates to Family Service Assessments and Family Partnership Agreements. Assists in establishing goals to work on with the family based on the family's needs.
- Engages family in agency and community activities/programs that could offer additional support or services to the family.
- Keeps a running log of contact notes in *Child Plus* and weekly narratives from the home visit.
- Cooperates in any investigation related to personnel, licensing, accreditation or other circumstances.
- Work positively and cooperatively with his/her supervisor, colleagues and all AIHFS staff.
- Attend training and agency/department meetings, as required or requested.
- Assist with coordination and oversight of Interns and volunteers, as needed.

**Other Duties and Responsibilities:** As assigned.

**Education/Experience:** A home-based CDA credential or comparable credential, or equivalent coursework as a part of an associates or bachelor's degree required. Equivalent degree/coursework includes an Associate's degree in Education, Nursing or a Human Services related field with 12 credit hours in early childhood/child development. Bachelor's degree with a major in Early Childhood Education or Child Development preferred. ZA/ZS endorsement preferred. Supervision experience preferred. Previous professional experience working with pregnant women and infants and toddlers required. Home Visitors currently serving families transitioning to AIHFS EHS program preferred. Fluency in Spanish preferred. Must be able to demonstrate requirements during the interview process.

**Additional Qualifications:**

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Valid MI Chauffeur's license; other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.
- Demonstrated interest and ability in working with parents and young children.
- Ability to communicate effectively with young children and their families.
- Good understanding of child development, age appropriate behaviors, common childhood behavior problems and appropriate interventions.
- Knowledge of or ability to learn to conduct developmental screenings and assessments of children.

- Ability to develop and implement Family Partnership Agreements and IFSPs for children and their families.
- Ability to accept supervision and demonstrate interest and willingness to continue his/her personal and professional growth and skill development.
- Must possess a valid State of Michigan driver’s license and current automobile insurance.
- Must possess a valid means of transportation to conduct home visits and attend trainings/meetings as necessary.

**Other Requirements:** Demonstrate competency to plan and implement home-based learning experiences that ensure effective implementation of the home visiting curriculum and promote children’s progress across standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five, including for children with disabilities and dual language learners, as appropriate, and to build respectful, culturally responsive, and trusting relationships with families. Familiarity and/or experience working with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

**Work Environment/Physical Demands:** The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).**

**Acknowledgement of Receipt**

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ENTERED INTO PERSONNEL FILE BY: \_\_\_\_\_ DATE: \_\_\_\_\_

*Revised: 11-13-17*