



Our mission is to provide people of all ages with help, hope, and the opportunity to succeed.

Job Title	Home Visitor	FLSA Status DOL status	Non-Exempt Full-Time
Program/Department	Early Childhood Services	Supervisor Responsibilities	Yes
Reports To	Home Visitation Coordinator	CEO Approval Date	9/2021
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include evening and weekends.		

Must pass required background check, TB and Physical

POSITION OVERVIEW

The Home Visitor position provides high quality service delivery in a home setting for pregnant mothers and children, ages birth to 3 years old. The Home Visitor provides a full range of family and child development services through home visits and group socialization experiences. The Home Visitor develops and maintains supportive relationships with parents/legal guardians, children and extended family by providing consistent developmental guidance and support to pregnant and new parents, enabling them to enhance early relational health.

All employees and volunteers are expected to be sensitive to our clients' cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam's standards of excellence at all times.

ESSENTIAL FUNCTIONS

- Promoting, encouraging and displaying examples of leadership for the agency in accordance with the agency mission driven, employee first culture.
- Demonstrating capacity for providing developmentally-appropriate and evidence-based practice, for exemplifying the values expected within the program, and for promoting the mission of the organization.
- Develop an Individual Family Partnership Agreement with each family that includes educational and developmental goals, roles and responsibilities for the family, primary caregiver and child(ren).
- Collaborate with parents/legal guardians to plan each 1.5 hour weekly home visit and individualized lesson plan. Some visits may need to occur in evening hours to accommodate parent/guardian schedule.
- Set goals with parents/legal guardians and provide experiences for optimal development and learning through promotion of parent/guardian-child interactions, observations and interventions.
- Schedule, plan and conduct socializations twice monthly, involving parent/legal guardian and their child(ren) in a group setting to allow for developmentally-appropriate educational activities, and parent/guardian to parent/guardian peer support.
- Provide opportunities for parent/guardian to increase their skills in child observation and encourage them to share observations to help inform learning experiences.
- Provide materials and use materials found in home to support implementation of curriculum to enhance learning in the natural environment.

- Collaborate with other program staff (Health, Mental Health, Abilities, etc.) to ensure compliance with Head Start Program Performance Standards and program expectations.
- Facilitate resource and referral for parent/guardian to meet the family and children's needs.
- Create transition plans with each family to support movement of a child from home settings to center-based settings as desired by family or when child reaches 2.5 years and ages out of program.
- Gather and maintain individual and family files for purposes of documentation, ongoing assessment, evaluation and recordkeeping for successful individual and program planning.
- Maintain weekly contact with parents/legal guardians and complete documentation, on all services, including assessment/observations, into ChildPlus.
- Update reports, including Individual Family Partnership Agreement, milestone achievements, observations, consultations and referrals.
- Recognize the job description is service area specific and that a successful employee upholds the overall employment standards outlined in the Personnel Policies and Procedures Manual including: confidentiality, child abuse and neglect reporting, attendance and dependability, appropriate dress, support to all families, prudent use of resources, data entry and promoting a safe work environment.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Child Development Associate (CDA), Associate's degree in Child Development, Early Education or related degree	Bachelor's degree
Experience	Effective experience as a leader and working directly with at-risk families.	Experience in training and supervising staff members
Skills Knowledge Abilities	<p>Understanding of Head Start Performance Standards and state and local childcare license requirements.</p> <p>Excellent written and verbal communication to include intermediate knowledge of computer operations and applications and the ability to master other computer technology/software programs, as needed.</p> <p>Good organizational and time management skills.</p> <p>Must work independently and collaboratively in a team environment.</p> <p>Communicate in a professional manner, demonstrating dignity, respect for our internal, external, and community members.</p> <p>Process, protect and exercise discretion in handling confidential information and materials.</p> <p>Must remain current on developments in child development field to enhance professional growth and development.</p> <p>Establish and maintain a reflective relationship with Home Based Coordinator with regular communication, clear expectations, mutual sharing, and feedback about challenges and opportunities presented in daily work.</p> <p>Sustained concentration to detail and accuracy, along with the ability to prioritize workload.</p>	<p>Previous knowledge and understanding of Child Plus</p> <p>Previous knowledge and understanding of NAEYC</p> <p>Advanced computer database and Microsoft Office software skills</p> <p>Bilingual Spanish/English speaking</p>

Willingness to work with high-risk, low-income communities.

Local travel required and must have valid Oklahoma driver's license and insurance as required by the position.

WORKING CONDITIONS

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc.

Must be able to operate and use a computer. Must be able to detect, discern, distinguish, observe, inspect and compare. Must have excellent command of English language and grammar, both verbal and written. Occasionally must be able to move needed materials weighing up to 50 pounds.

Work Environment

The employee will work in an office environment, may work in close quarters with other staff and small children. The noise level in the work environment varies from moderate to loud; frequent chaotic, characteristic to working with children ages 0-5 years. Employee must expect exposure to strong odors such as soiled diapers and clothing, and poor hygiene. Employee may come into contact with childhood diseases and blood on occasion.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

EQUAL OPPORTUNITY EMPLOYER - Sunbeam Family Services is fair and equal in all its employment practices for persons without regard to race, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any legally protected characteristic.

SIGNATURE

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered "at will," meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not and is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate
PRINTED Name

Employee / Candidate
Signature

Date:

