



# Home Based Family Educator 0-5 Substitute

Date: 6/6/2013

**Reports to:** Home Based Program Manager 0-5

**Department:** Early Childhood Services

**Classification:** Full-time

**Status:** Exempt

---

## POSITION SUMMARY:

Provide service coordination to families and facilitate parents providing developmentally appropriate learning activities for their children through weekly home visits as outline in the Early Head Start Performance Standards.

## ESSENTIAL FUNCTIONS:

- Ensure completion of home visits in the absence of assigned family educators.
- Assist Home-Based management staff with various tasks when not covering case loads.
- Identify, refer to, and work cooperatively with local community agencies and providers to ensure comprehensive services to meet family needs.
- Perform and review monthly an ongoing family-based assessment to develop goals that address the 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.
- Recruit individuals and families meeting Early Head Start (EHS) and Head Start (HS) program requirements for services within the identified service area.
- Complete applications, obtain proof of birth, and proof of income to determine eligibility for services.
- Conduct weekly home visits to families that are no less than 90 minutes, and include all necessary components based on family needs, and according to the families learning style. This includes Social Services, Parent Involvement, Health, Nutrition, and Special Needs services to families.
- Assure that all EHS/ HS goals and objectives are implemented as stated in Performance Standards as well as Florida and Creative Curriculums.
- Maintain ongoing assessments for each child, which may include ASQ-3 & ASQ-SE and HOME Inventory.
- Provide information to assist parents in gaining knowledge about child development, which will support them in encouraging their child's growth and school readiness.
- Team with parents to develop individualized lesson plans that include parent goals and interests.
- Submit monthly reports and complete data entry into CAP60 and GOLD, per assigned due dates, and update as needed.
- Articulate, implement and assure that the Early Head Start philosophy and Performance Standards are utilized with community agencies and other service partners.
- Work cooperatively within the program and with community partners to conduct transitional activities.
- Collect, track, maintain, and coordinate health requirements with the assigned health coordinator and health services staff.
- Guide parent for preparation of one nutrition activity in the home per month.
- Partner with parents to plan tow (2) group socializations per month and four (4) PACT nights per year.
- Budget funds for nutrition activities/ socializations with assistance from Home Based Area Manager.
- Assist families in pursuing educational and professional development opportunities.
- Provide prenatal mothers with information, training, and support to meet both baby and mother's needs.
- Transport families as per program requirements to support family needs/ goals.
- 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.

- Continue Professional Development as required for this position.
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times.
- Attend mandatory In-Service trainings, staff meetings, and other events as required.
- Maintain a clean and adequately serviced vehicle.
- 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:**

- Familiarity with theories and principles of adult education, child development and early childhood education and social services.
- Ability to communicate with 0-3-year-old children and adults on their level and instill trust, confidence, and self-worth.
- Commitment to promote self-sufficiency for all families.
- Knowledge of community resources and program resources.
- Knowledge of Head Start Performance Standards.

## **EDUCATION AND QUALIFICATIONS:**

- Bachelor or Associate degree in Early Childhood or field of related degree with Early Childhood Emphasis preferred, State certification in Early Childhood, or CDA credential or obtain CDA after six months of employment.
- Have or be willing to obtain Home Visitation Training within the first year of 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 and Child Abuse and Neglect check.
- Submit to and pass standard drug screen test.
- Possess current, valid driver's license and meet agency insurance underwriting guidelines.

## **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 30 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

*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
-----------------------------	---------------