



Employment Opportunity
Butler County Educational Service Center
November 9, 2021

POSITION: Early Head Start Home Visitor

GENERAL DESCRIPTION: Plan and develop with the family an individualized program establishing a caring professional relationship and climate of mutual trust and respect for families. Incorporate a strengths base approach supporting positive parent-child bonding and nurturing parent-child relationships. Work with parents to strengthen the family's knowledge of child development, support parents in understanding how children grow and learn, plan and conduct educational activities and lesson plans with parents to meet the child's intellectual, physical, emotional and social needs with curricula set forth by the agency. Partners with families to ensure their child(ren) have current health requirements and developmental screenings within mandated timelines. Coordinates and refers families to other community resources appropriate to the needs of the family served by EHS. Collaborates with other providers for children 0 – 3 years of age to facilitate a “seamless” service system and assists with the implementation of the Individual Family Service Plan (*IFSP*) with the local programs for children with developmental delays and disabilities, if eligible.

QUALIFICATIONS:

- Bachelor’s degree required, in early childhood education, social work, family studies preferred, or Bachelor’s degree in related field with combination of education and work experience.
- A minimum of two (2) years’ work experience with young children and their families preferred, familiarity with Early Intervention services to infants and toddlers locally or in Ohio, familiarity with agencies serving at-risk populations, and a demonstrated ability to work cooperatively with local agencies.
- Proficiency in Spanish preferred – verbal and written.
- Experience in establishing partnerships with families preferred.
- Willingness/ability to work as a team member and independently.
- Ability to work a flexible schedule to meet the needs of families.
- Excellent organizational skills.
- Computer expertise appropriate to the position.
- History of excellent job attendance.
- Good communication skills – verbal and written.
- Valid Ohio driver’s license with good driving record and daily access to private insured vehicle during work hours.
- Must pass criminal background checks and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- Conduct weekly home visits, in accordance with program curricula and other program requirements, to provide parents with learning opportunities that will assist in enhancing the growth and development of their children and support positive family interactions.
- Accepts child file from wait list, conducts weekly home visits, assist with two monthly socializations, and partner with parents in meeting their educational and vocational goals through family partnerships.
- Coordinate and conduct initial and ongoing screening/assessments of infants and toddlers development and their family, determines concerns, priorities and resources for each family.
- Adheres to timelines mandated by program for initial child development and health screenings, collection of child health documents, family (*initial and ongoing*).
- Plan, implement, evaluate and document the learning experiences supporting individual progress and appropriate child and family outcomes.
- Participate in activities related to the IFSP process including the implementation of the IFSP and/or the Family and Community Engagement Plan.
- Coordinate and implement weekly lesson plans including the child's parent/guardian through agency approved curricula and facilitation of socialization activities.
- Coordinate experiences and opportunities with parents that allow infants and toddlers to develop curiosity, initiative, problem solving skills, and creativity, as well as a sense of self and a feeling of belonging to the group.
- Serve on committees that are of interest or as assigned.
- Participates in outreach activities with multiple county collaborations.
- Conduct meetings with parents and other providers to discuss information gathered and to determine need for further evaluations.
- Refer families to appropriate community options, early intervention services, or other resources, as needed.
- Facilitate communication and family involvement in referral to other agencies and maintaining records and other documentation, including understanding and completion of the child enrollment process.
- Encourage and foster the family's independence in decision making about the services they are receiving.
- Explore future planning with family, including transition to Head Start or other preschool service option, initiating 6 months prior to child's third birthday.
- Document and maintain individual files on all families and collects data from other community resources related to health, mental health and oral health.
- Adhere to the Head Start Performance Standards and State Guidelines as they apply to pregnant women, infants and toddlers.
- Participate in program evaluation activities as requested.
- Plan and organize own work to meet priorities and deadlines (*daily, weekly, monthly, quarterly and yearly*).
- Maintain program expectations related to documentation for family and child in programing.
- Document and maintain a daily, weekly and monthly work calendar.
- Confer with supervisors regarding progress, concerns and recommendations.
- Ensure that confidentiality practices are maintained at all times.
- Attend and participate in staff meetings and related activities.

- Continuously update and improve professional competence by attending workshops, conferences, and classes, based on program requirements. Including current or future required Head Start standards.
- Comply with state and federal regulations that pertain to the position (e.g. OSHA: *Occupational Safety Hazard Administration, ORC; Ohio Revised Code*).
- Perform other duties consistent with the position as assigned.

OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for family and students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in families and students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of: Board policies and procedures, building policies and procedures, public relations and state reporting, and Individual Family Service Plans (*IFSP*). Knowledge of agencies, public schools, including preschool placement procedures for special education placement in local schools and Head Start. Knowledge of infant and toddler curriculum and developmentally appropriate practices.
- Ability to: Interpret policies and procedures, follow instructions, communicate effectively, and maintain files and reports, collect data, schedule, and lift moderate amounts of weight. Ability to bend, twist, stoop, sit on floor for moderate periods of time during home visits and socializations. To provide own transportation to home visits. Ability to collect, analyze and input data. Work successfully in a culturally diverse environment.
- Skilled in: Microsoft and Google programs, basic math, English and communications.

EQUIPMENT OPERATED:

Copier, fax, computer, and general office equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to disruptive children or adults, blood, bodily fluids and tissue, and home environmental issues.

Periodic: Driving in inclement weather conditions, working outside normal hours

Frequent: Traversing in and out of client's homes, up and down client stairs to access home visits, traverse uneven surfaces such as sidewalks, bending, stooping, and sitting on the floor.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace through his/her employment in the district.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

STARTING DATE: As Soon as Possible
SALARY: \$38,794 - \$45,722 based upon education and experience
BENEFITS: Excellent benefits for all full time employees
WORK YEAR: Full Time
DEADLINE: Until filled
APPLY TO: Apply by clicking here: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.