

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
HEAD START
Job Description

Date: June 2010
Exposure Determination Category 2

Salary Grade 11-16
Chart # 2

Job Title: Home Educator-Bilingual
Reports To: Home Base Supervisor

General Function: Provide opportunities for children to develop physically and cognitively and build partnerships with parents in order to support family growth. Implement the Head Start Performance Standards.

Typical Duties and Responsibilities:

1. Visit assigned families to strengthen families as the primary nurturers of their children by providing developmentally appropriate educational experiences for children, parenting skills, and instructions.
2. Work with families in the development of the Family Partnership agreement including providing assistance to families through referrals, goal setting, problem solving and support, monitor and document family's progress.
3. Promote daily health and nutrition education to encourage healthy life styles.
4. Translate oral and written information from one language into another, (English/Spanish).
5. Translate written materials provided by program to Spanish, ex, parent handbook, forms etc.
6. Work with families and health service providers to assure delivery of medical, dental and mental health services.
7. Participate in Multi Disciplinary Team/Individual Family Service Plan, Individual Education Plan (MDT/IFSP or IEP's) for children with special needs.
8. Assist families in developing and participating in parent group activities and socializations.
9. Participate in recruitment and enrollment process.
10. Advocate on behalf of families to promote high quality services.
11. Participate and contribute to support of quality program through participation in team meetings, training and program assessment.
12. Maintain confidentiality regarding children and families.
13. Perform other duties as assigned.

Scope of Position:

- Reports to Home Base Supervisor.
- Receives moderate supervision is given.
- Work is delineated by performance standard, written plan and current policies.
- Indirect supervision given by coordinators in specific program areas.
- Visit 10-12 families on a weekly basis, assisting families in providing educational opportunities for children, plan parent meetings and socializations.
- Work is evaluated by children's educational growth and family outcome.
- Assist families with situations involving transition, and assist families as they set and carry out family goals.
- Typical contacts are with Head Start management team, families and children, and representatives from other agencies offering services to enrolled families.
- Model positive regard for program in the community.

Knowledge, Skills and Technical Abilities:

- High school equivalent and knowledge in supporting and education of families.

- Must obtain a Child Development Associate Home Visitor credential within thirty (30) months of hire following program design.
- Must be proficient in verbal and written communication in Spanish and in maintaining written documentation.
- Must be proficient in verbal communication and maintaining written documentation.
- Ability to partner with others, form healthy relationships and offer support without encouraging dependence.
- Knowledge of child development, family dynamics, and community resources.
- Ability to select and interpret guidelines and procedures. Could make decisions that have significant impact or consequences to staff or families served.
- Understanding of cultural differences is helpful in working with staff and families.
- Basic computer skills are necessary.
- Age 21 or above.
- Valid driver's license with good driving record and insured vehicle.
- Complete 40 contact hours of education annually in subject matter related to position.
- Current CPR and First Aide card.

Working Conditions:

- Office environment 30%
- Off-site home visits, meetings and community interaction 70%.
- Will work some evenings and weekends, parent and community meetings, training, family crisis situations.
- Some overnight travel will be required to attend conferences.

Major Accountabilities:

- Positive growth for children as measured by assessment tools.
- Positive outcomes for families as related to family goals measured by follow up communication with parents to assess growth.
- Positive outcomes that result in positive growth for children and outcomes for families.
- Recruitment of children.
- Communication with program staff to ensure quality services.
- Completion of work assignment and documentation for program outcome.

Physical Requirements:

1. Must complete health physical upon entry to program and yearly health screenings.
2. Must be able to lift 50 lbs.
3. Must be physically able to move about, getting up and down from floor play with children and make visits in home situations.

Grade 11 – High School Equivalency (GED)

Grade 13 – CDA

Grade 14 – AA in Early Childhood

Grade 15 – BA in related field

Grade 16 – BA in Early Childhood

Approved by: _____, Human Resources _____ Date

Approved by: _____, Program Director _____ Date