

JOB SUMMARY:

The Home-Based Parent Educator works with parents of infant and toddler aged children and is responsible for providing home visits for families and group socialization activities that promote secure parent-child relationships and help parents provide high-quality early learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills, and creative arts. The Home Educator is responsible for organizing and implementing the curriculum for Infants and Toddlers that will result in achieving academic success in accordance with Head Start and Ohio Early Learning Content Standards. Maintain on-going contact with families and work with all other components (health, nutrition, family services, mental health, special services, parent education and resources/referrals) to integrate services into the family setting.

ESSENTIAL FUNCTIONS:

1. Provide 1 home visit per week per family that lasts at least 90 minutes with a minimum of 46 visits per year.
2. Provide, at a minimum, 22 group socialization activities over the course of the program year.
3. Maintain individual plans for all home visits align with the Partner for a Healthy Baby.
4. Plan activities that promote the home as a learning environment that is safe and nurturing.
5. Plan activities that promote parent's ability to support the child's cognitive, social, emotional, language, literacy, and physical development.
6. Adheres to all and follows ODJFS licensing requirements and ALTA Head Start Policies and Procedures.
7. Ensure eligibility files are in compliance with Head Start requirements and data is entered timely in the child plus systems.
8. Maintain a caseload of 12 homebased families. Recruit, enroll and retain families.
9. Ensure ongoing attendance of all families.
10. Refer families to resources, according to needs. Document referrals and progress towards goals and conducts follow-up with families, regarding referrals on a regular basis using Child Plus.
11. Promote parent engagement activities, including participation in the Policy Council.
12. Assess families progress in alignment with Parent Family and Community Engagement Framework.
13. Make appropriate referrals and provide follow up resources such as education, special education, social service, and mental health as identified in families FPA.
14. Encourage ongoing communication and engagement with all families through regular contacts, newsletters etc.

PROFESSIONALISM/ATTITUDE

- Maintain professionalism at all times through actions and behaviors.
- Display a friendly and positive attitude towards job duties, parents, children, staff members, and others (i.e. visitors, volunteers, community partners) and willingly perform job duties.
- Must display a positive mood and reflect enjoyment in the performance of job responsibilities and interactions with children, families, staff, volunteers, et al.
- Understand and appropriately respond to the needs of other staff, parents, children, visitors.
- Communicate effectively by using productive comments, pleasant expressions, and welcoming gestures.
- Must be a team player.

QUALIFICATIONS:

- Must be able to lift fifty (50) pounds.
- Must be able to pass BCI/FBI background check in accordance with ODJFS Licensing regulations.
- Must be able to pass a medical exam in accordance with ODJFS licensing Regulations.
- Must be able to provide documentation of being free from communicable tuberculosis in accordance with Head Start Standards.

EDUCATION/EXPERIENCE:

Minimum of a Home Educator or Infant/Toddler CDA required, in addition, Minimum of an Associate's in Early Childhood Education preferred. Must be willing to complete coursework to obtain a Home Educator or Infant/Toddler CDA.

Equal Opportunity Employer

www.altaheadstart.org