

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Early Childhood Home Visitor

DESCRIPTION OF BASIC RESPONSIBILITIES

Assist in the coordination and implementation of the District's early childhood home visitation program

SUPERVISOR: Prevention/Intervention Coordinator

Typical Duties

1. Recruit pregnant families and children birth to five into the program
2. Under the guidance of the P/I Coordinator, develop and schedule the program activities, including home visiting, parent/child groups, toddler playgroups, transition to school activities, and other programmatic activities.
3. Provide regular home visits to families.
4. Assist in the organization and facilitation of monthly parent/child groups.
5. Assist the district nurse and health assistant in child screenings and make referrals to community providers for follow up assessment as needed
6. Coordinate with school readiness staff, program partners, local schools and other community agencies in implementing a home visitation program.
7. Participate in regular and ongoing training and technical assistance activities to improve program quality and effectiveness.
8. Assist in program evaluation, including data collection, interviewing and videotaping activities.

EMPLOYMENT STANDARDS

Knowledge of:

- The local community including its agencies and resources
- The targeted population: pregnant women, children ages birth to five, and families in rural areas
- Effectives home visiting techniques
- Leading/facilitating parent group meetings
- Early childhood development, including infants /toddlers
- Technology use, including word-processing software, and use of the internet

Ability to:

- Understand other cultures and communicate with non-English speaking children and adults
- Read, write and speak Spanish (desirable)
- Follow oral and written instructions with a minimum of direction
- Demonstrate an understanding, patient, warm and receptive attitude toward others
- Maintain cooperative working relationships with staff, parents, children and the general public
- Establish and maintain accurate records and files
- Maintain security and confidentiality of specified records and information
- Establish and maintain cooperative working relationships with those contacted in the performance of required duties

Requires

- Valid California Drivers License
- First Aid Certificate including CPR
- Associate Degree in related field or equivalent experience
- Working vehicle for home visitations

MEDICAL CATEGORY I**Light Physical Effort**

1. Normally located in a work environment with light physical qualifications and requirements.
2. Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.

Adopted by Board April 24, 2013