



Job Description – Home Visitor

Reports to:	Home-Based Program Manager
Supervises:	None
Exempt Status:	Exempt
Work Schedule:	Full-Time
Approved On:	January 2018

Summary: This position is responsible for providing comprehensive support, educational and wrap around services to children and families enrolled in the Bright Beginnings, Inc. (BBI) Head Start/Early Head Start program. The majority of services will be provided to families in the Home-Based Program Option, with most work occurring at shelters, transitional housing programs, or wherever a family calls home.

Essential Duties:

1. Maintain a mixed-age caseload (prenatal, infant, and toddler) of 10-12 children and pregnant women.
2. Conduct weekly, 90-minute home visits, utilizing Parents as Teachers curriculum and individualizing lessons for each participant each week.
3. Coach and educate parents on child and/or fetal development.
4. Assess family needs and support parents around identifying and pursuing family goals, particularly in the areas of housing, education, employment, mental health, and childcare.
5. Support families in crisis situations with appropriate resources and interventions.
6. Screen children for developmental and behavioral concerns at enrollment and assess children's developmental progress throughout the year.
7. Collaborate with other program staff and consultants (social services, workforce development, disabilities/mental health, health/nutrition, education) to ensure necessary services are in place to meet needs of parents and children.
8. Collaborate with other non-profits and city agencies (including housing providers) in coordinating services and resources for families; refer families to other organizations as necessary based on their needs.
9. Complete all required documentation in a timely manner, including paper forms, fillable PDF forms, and ChildPlus (database) data entry.
10. Coordinate and implement socialization activities for all families in the Home-Based Program.
11. Support parent engagement in all aspects of BBI programming.

12. Attend all required team meetings; participate in reflective supervision sessions.
13. Participate in all required professional development opportunities.
14. Maintain confidentiality of information at all times.
15. Other duties as assigned.

Qualifications:

1. Bachelor's degree in child development, social work, mental health, or other related field.
2. Master's degree preferred.
3. The ability to problem-solve, handle crises, and work with families and children of various cultures and low-income and/or homeless backgrounds.
4. Demonstrated knowledge of local social service resources preferred.
5. Excellent organizational, time management, and communication skills. Position requires a high level of independent work (arranging schedule, completing documentation, etc.).
6. Must demonstrate flexibility in work settings, maturity of judgment, and ability to work collegially.
7. Must have the ability to maintain a cooperative, diplomatic working relationship with co-workers, supervisors, families, and the community.
8. Strong computer proficiency in Windows-based programs, such as the Microsoft Office Suite.
9. Ability to think critically, use good judgement, and maintain client confidentiality required.
10. Willingness to work primarily in the field, visiting families wherever they currently reside. Ability to travel around the city via personal car or public transportation to conduct home visits.
11. Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing.
12. Ability to travel locally and to out-of-state meetings.
13. Must maintain training and professional development credits current.
14. Documentation of Tuberculin-free condition and health screening on an annual basis.

Physical Demands:

Be able to lift 25-50 lbs.

Employee Acknowledgment:

The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at anytime. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Bright Beginnings is strictly on an at-will basis.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE