



## Job Description – Home Visitor

Reports to:	Home-Based Services Manager
Supervises:	None
Exempt Status:	Exempt
Work Schedule:	Full-Time; Monday-Friday; Limited Saturdays (8:00am-5:00pm)
Approved On:	June 10, 2019

Bright Beginnings, Inc. is non-profit organization that operates early childhood and family learning centers for families experiencing homelessness. Our mission is to meet the needs of children and families living in homeless environments by: providing children with a safe, nurturing educational environment; preparing children to enter kindergarten ready to learn; and supporting homeless parents to stabilize their home lives and become self-sufficient.

**Summary:** Under the supervision of the Home-Based Services Manager, the Home Visitor will assist with the delivery of Access to Services; Childcare; Parenting and Safety to homeless families receiving case management support through our supportive services programming. This position is responsible for providing high quality and comprehensive services to children and families enrolled in the Bright Beginnings Early Head Start program.

### Essential Duties:

1. Serve as a member of the CARE Team.
2. Refer and participate in the monthly Case Reviews, as well as, refer children to the Multi-Disciplinary Team.
3. Recruit and enroll families for the home-based program option.
4. Maintain a minimum mixed-age caseload (prenatal to the age of three) of 12 children and expectant families.
5. Implement the Parent as Teachers curriculum and the Closing the Vocabulary Gap program, (LENA Home Devices) by conducting weekly, 90-minute (at a minimum) home visits in shelters, transitional housing programs or wherever a family calls home.
6. Provide education and support services to families, inclusive of the direct provision of education, health, nutrition, and social services.
7. Complete family partnership agreements and assist families with developing family goals, and identifying community resource referrals when needed.
8. Ensure the completion of well-baby visits and/or required health screenings.
9. Administer the developmental and social-emotional screenings (Ages & Stages-3 and the Ages & Stages-Social Emotional), as well as the developmental assessment three times per year (High Scope/ COR).
10. Organize, coordinate, and facilitate bi-monthly (twice per month) family days (i.e., socialization activities).
11. Maintain confidentiality of information at all times.
12. Promote parent engagement activities, including participation in the Policy Council.
13. Maintain child files in HMIS and ChildPlus by entering case notes, home visits, referrals, family partnership agreements, and follow-up services.
14. Attend all required individual and team supervision sessions/meetings.
15. Participate in all required professional development opportunities.
16. Maintain confidentiality of information at all times.
17. Other duties as assigned.

### Qualifications:

1. Mission and culture alignment;
2. Baccalaureate degree preferred in child development, education and/or psychology. Associate degree with a Child Development Associate credential in Home Visiting may be substituted;
3. Excellent organizational, time management and communication skills;
4. Ability to work independently;

5. The ability to problem-solve, handle crises, and work with families and children of various cultures and low-income backgrounds;
6. Willingness to work primarily in the homes of families residing in high-risk communities, as well as be comfortable working with children who are homeless, and/or low-income;
7. Active driver’s license or ability to travel via public transportation to conduct home visits;
8. Ability to be prompt to all home visits and demonstrate deference for families;
9. Track record of establishing effective working relationships with colleagues at all levels across teams;
10. Must have the ability to maintain a cooperative, diplomatic working relationship with co-workers, supervisors, families and the community;
11. Must demonstrate flexibility in work settings, maturity of judgment and ability to work collegially;
12. Must maintain training and professional development credits current;
13. Strong computer skills with expertise in Windows-based programs, such as the Microsoft Office Suite;
14. Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing; and
15. Documentation of Tuberculin-free condition and health screening on an annual basis.

**Physical Demands:**

- Be able to lift 25-50 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear and speak.
- Be able to raise objects from a lower to higher location or moving objects horizontally from one location to another.
- Be able to sit for extended periods of time in front of a computer.

**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 any time. 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.

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EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE