



JOB DESCRIPTION

TITLE: Home Educator
CATEGORY/DEPT: Early Head Start (Prenatal to 3 years of age)
REPORTS TO: Lead Home Educator
REPORTING STAFF: No
STATUS: Non-exempt

POSITION START DATE: May 1, 2018

AGENCY OVERVIEW:

Westside Children's Center (WCC) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 25 years, WCC has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

JOB SUMMARY:

The Home Educator provides child development services, social services, health services and parent involvement services to families including home visits, socializations, advocacy and crisis intervention in accordance with federal, state and program guidelines. The Home Educator is also responsible for delivering education support and home based services as defined by Head Start Performance Standards. Services include: planning safe, developmentally appropriate experiences for infants and toddlers in home settings that are appropriate to the needs of each family. The Home Educator develops and implements partnerships with Early Head Start families, including Family Partnership Agreements. Overall, the Early Head Start Home Educator must ensure a safe and healthy environment which supports each child's development.

ESSENTIAL JOB DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintains a caseload of 10-12 EHS home visiting families
- Establishes trusting, nurturing relationships with children, and their families
- Works jointly with parents to develop and implement weekly home visit plans based on each child's assessment and identified family needs
- Maintains and preserves confidential client files
- Observes, assesses and documents each child's health, skills, behavior, growth and development

- Provides children and parents with group socialization experiences
- Serves as an advocate for Head Start families and as a liaison between families, the program, and the large community
- Integrates other components, i.e. health, nutrition, mental health, parent involvement and special needs into home visit and services provided to pregnant women
- Assists in identifying children with special needs and makes the necessary referrals
- Encourages participation in the Head Start Parent Committee meetings as well as parent group and socialization meetings, and other events or trainings
- Provides transportation, as needed to families to support family participation
- Participate in regular reflective supervision and staff meetings as required by the program
- Maintain and document all services in the family files and ensures up to date program files for each child in the caseload
- Enter participant information and other required program information into the Child Plus system in a timely manner
- Assist families with children's transition to Pre-K program or other child care programs
- Provide a developmentally appropriate and nurturing environment for infants and toddlers and document child's progress, attendance, and other requested information
- Plan and implement daily lessons using program required curriculum and other resources which maximize each child's developmental ability
- Conduct screening and developmental assessments and maintain written records of each child's development; maintain current and accurate records on each child
- Exchange information and serve as a member of a trans-disciplinary intervention team
- Participate in on-going in-service and educational development opportunities provided by the Agency
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.

QUALIFICATIONS & EDUCATION:

- BA degree in Child Development or related field, requiring transcripts
- Six semester units related to infant and toddler development acceptable to meeting licensing requirements with passing grades of "C" or better
- One (1) to two (2) years' work experience as a Home Educator or comparable position or in a licensed infant/toddler or preschool center
- Valid Driver's License and access to a privately owned vehicle with liability insurance
- Strong written and oral communication skills
- Early Child Development knowledge and experience
- Ability to use the computer to input developmental data
- Ability to effectively plan, organize and implement educational activities

- Ability to make decisions on behalf of children and protect their well-being
- Must be able to manage confidential information
- All employees, regardless of position, serve as role models for children and adolescents who are served by our agency. Therefore, each employee must at all times be emotionally stable and able to function effectively with children, adolescents and adults who may have mental or behavioral health problems.
- The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions as well as inappropriate emotional expression are not acceptable.
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical and PPD risk assessment
- Class "C" driver's license, proof of insurance, a safety record acceptable to CAA, and reliable transportation required

Westside Children's Center is an equal opportunity employer and encourages all applicants and seeks to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.



Westside Children's Center has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit www.COAnet.org to learn more about COA Accreditation.

FOR CONSIDERATION:

- Send cover letter and resume to hr@westsidechildrens.org

