

Classification: **Home Base Teacher**
Position Title: **Early Head Start Home Based Teacher**
Department: **Early Childhood Education**
Reports to: **Program Manager**

Definition of Classification:

Under the supervision of the Program Manager facilitate healthy parent-child attachment and relationship building, provide or arrange for comprehensive Early Head Start services (including education, health and safety, family support, nutrition, family engagement, and other services appropriate) for up to (11) assigned families of prenatal, infant, and toddler children served in home based option as defined by the Head Start Performance Standards.

Description of Duties:

General:

1. Represent the agency in a consistently professional manner, always modeling a commitment to the agency's Mission and Values.
2. Promote and maintain a sense of teamwork between Early Education Services, other CAPC staff, volunteers, Board members, and other individuals relevant to the successful operation of each program.
3. Develop and maintain mutually beneficial working relationships with other stakeholders to ensure support of the agency's vision, mission and values.
4. Maintain compliance and knowledge of all CAPC Policies and Procedures, funding and regulatory rules, and laws that apply to the program contracts and oversight agencies.

Program Specific:

1. Conduct weekly 90-minute home visits with families and their young children.
2. Plan home visits and socialization activities according to the adopted curriculum and Head Start Performance Standards.
3. Facilitate bi-monthly "socialization experiences and other family group activities in partnership with other home visitors and families.
4. Provide attachment based and parent-child relationship building education and support services to families.
5. Conduct screenings and ongoing assessment of young children's development in collaboration with parents; utilize screening results and observations to make appropriate child referrals for support services. Attend and participate in Child Success Team meetings, IFSP meetings are required.
6. Collaborate with family to develop appropriate development goals and strategies for each child; update goals and strategies regularly through on going assessment and observation.
7. Assess family strengths, interests, and needs. Collaborate with families to establish family development goals that are inclusive of families assessed and expressed needs and interest in the areas relation to family self-sufficiency, child development, and health; document this collaborative process in family partnership agreements.

8. Promote parental engagement in curriculum planning, program governance, and the overall Child Abuse Prevention Council Program.
9. Support and advise parents with respect to children's health status, including medical follow-up, physical health, dental health, mental health, and nutritional intake.
10. Collaborate with program support staff to plan and provide activities to complete health screening and other health related requirements as established in policies and procedures.
11. Provide management, crisis intervention, and resource referral services.
12. Act as a liaison and advocate between community resources and Child Abuse Prevention Council.
13. Provide transportation resources to families, when appropriate, to and from community events or other activities.
14. Completed and maintain accurate and timely documentation of home visits, socializations experiences, and other relevant activities.
15. Implement agency recruitment plan. Monitor family participation and develop plans with families.
16. Maintain confidentiality of family records and information.
17. Participate fully in supervision and training experiences.
18. Collaboration with families and program staff to develop and implement individual child transition plans for children transitioning in and out of Early Head Start, Head Start and other child care settings.
19. Other duties, both program specific and CAPC related, as assigned.

Minimum Qualifications

Education: Bachelor's Degree in child development, early childhood education, human development or related field, including six (6) units Infant/Toddler development. Certified Pediatric First Aid & CPR.

Experience: Two years of relevant experience teaching/working with children (ages 0 to 3) and families in an early education or human services setting.

Knowledge of: Childhood development and child abuse issues.

Ability to: Problem solve, manage crisis, and work with families and young children of various cultures from low socio-economic backgrounds, demonstrate capacity to work with families in a matter that is empathetic, nonjudgmental, respectful, and professional. Demonstrate a willingness to work primarily in the homes of families residing in high-risk communities. Possess knowledge and understanding of adult principles and learning styles; child growth and development; attachment; and early mental health. Be flexible and receptive to change.

Technical Skills: Basic computer skills to include MS Outlook and Internet usage.

Condition of Employment: Unless mutually agreed upon, and consistent with funding source requirements, employment with the CAPC requires a clearance from the Department of Justice, the FBI and CACI (through submitted fingerprints).

Additionally, ECE staff are required to show proof of vaccination against Hepatitis B (consistent with Cal OSHA regulations).

The employee is required to provide proof of immunizations records for Pertussis, Measles (unless a written statement from the employee's physician that there is a medical reason not to vaccinate the employee), an annual record of Flu immunization (or a signed statement from the employee that they have declined to be vaccinated against the flu), and a T.B. clearance (checked every two years).

The employee must have a car, a valid driver's license, and proof of on-going automobile insurance and must provide annually, a DMV record report compliant with the Agency's liability insurance requirements.

The employee must demonstrate strong interpersonal skills and the ability to communicate with clients and co-workers in a compassionate, non-discriminatory, non-judgmental manner. Position is dependent on continued funding and is an at-will position. Available to work on evenings and weekends as required by supervisor.

Physical Demands: In order to perform the job duties associated with this position, the employee is regularly required to use his/her hands to finger, handle, grasp objects, tools and/or controls. The ability to talk, sit, stand, crouch, squat, walk, and hear well is necessary. The employee may also be required to reach with hands and arms, climb or balance, stoop, kneel, crawl, or crouch. Repetitively lift from floor to waist and/or move 30 pounds. Visual ability to judge distance, color, focus, and see peripheral objects is also necessary. Mental ability to handle commotion, high noise levels, and pressures of Children's Center on a daily basis, and assume responsibility for safety and welfare of children in a variety of settings, including but not limited to the classroom, playground and community.

Physical demands described here are representative of those that must be met by every CAPC employee. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Acknowledgment:

I have read and understand the requirements for this position. My performance of these duties will be evaluated after a 90 probationary period and at the anniversary of my hire date thereafter. I understand that this position is grant funded and may be eliminated for lack of funding or reorganization. I understand that I am an at-will employee.

Accepted: _____
Employee Name _____

Employee Signature _____

Date _____

Accepted: _____
Supervisor Signature _____

Date _____