

## KAWERAK POSITION DESCRIPTION

DIVISION: Education, Employment and Supportive Services  
DEPARTMENT: Head Start/Early Head Start  
JOB TITLE: Home Visitor  
POSITION STATUS: Regular, Full-Time  
EXEMPT STATUS: Non-exempt  
PAY SCALE GRADE: 7-8-9  
REPORTS TO: Program Specialist

Head Start/Early Head Start is a federal program designed to assist children in preparation for Pre-School, Head Start and formal education in the public school system. The Home Visitor implements the Head Start Program Performance Standards, the Head Start Act and follows all applicable federal and state licensing regulations. This position is required to meet all Home Visitor educational requirements of the program.

### **BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

- 1) Maintain a professional attitude, be responsible, dependable, and demonstrate a commitment to excellence.
- 2) Ensures compliance with all applicable federal and state regulations including the Head Start Program Performance Standards, the Head Start Act, applicable federal and state licensing regulations, the Child & Adult Care Food Program, and Kawerak agency and Head Start policies and procedures.
- 3) Plan and implement home-based learning experiences that ensure effective implementation of the home visiting curriculum and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five, including for children with disabilities and dual language learners, as appropriate, and to build respectful, culturally responsive, and trusting relationships with families.
- 4) Work with families to achieve the outcomes as described in the Head Start Parent Family and Community Engagement Framework.
- 5) Provide and schedule at least one home visit per week per child, lasting at least one and one-half hours, integrating all of the Early Head Start or Head Start components into each visit that includes age appropriate education, health and family services.
- 6) Plan and conduct bi-monthly group socialization activities.
- 7) Proactively plan and prepare developmentally appropriate home activities that include the family's culture, heritage, and language.
- 8) Work in partnership with parents to enhance their role as their child's primary educator through regularly scheduled home visits and group socializations activities. Emphasize the home as the primary learning environment.
- 9) Conduct and document observations, screenings, assessments, and complete student checkpoints as required.
- 10) Maintain a caseload of up to nine families.
- 11) Follow policies and procedures in regards to child abuse and neglect reporting.
- 12) Maintain updated confidential child files and parent signatures.
- 13) Recruit new families and assists in the enrollment process.
- 14) Support families with accessing resources that will help strengthen the family unit.
- 15) Work as a team with co-workers, core staff specialists, and assigned family advocate to meet the needs of children and families.
- 16) Read work related emails to communicate with core staff and other co-workers.
- 17) Complete and submit all reports and paperwork to central office according to timelines.
- 18) Attend required meetings and trainings.
- 19) Complete and update an annual professional development plan to meet and maintain education and training requirements.
- 20) Other duties as assigned by the Program Specialist or designee.

### **QUALIFICATIONS:**

- 1) High school diploma or GED and hold a current home-based Child Development Associate (CDA) credential or comparable credential, or equivalent coursework as part of an AA or BA degree. If applicant does not have a CDA or meet minimum requirements, must develop a professional development plan that includes submitting a CDA application within 6 months of hire.
- 2) Must be willing to enroll in a child development or early childhood education AA or BA degree program.
- 3) Must be 18 years of age by date of hire.

- 4) Experience working with young children and families preferred.
- 5) May require a current driver's license depending on location.
- 6) Must possess good oral and written communication skills.
- 7) Must complete and submit a work physical upon hire and every five years after hire.
- 8) Must complete an annual TB screening.
- 9) Current First Aid and Infant/Child (Pediatric) CPR certification. If not current, must be willing to obtain certification within 6 weeks of hire.
- 10) Current State of Alaska Food Worker's Card. If not, must be willing to obtain one within 2 weeks of hire.
- 11) Resident of the community given preference.
- 12) This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position.

**Native Preference P.L. 93-638**

**Approved 8-20-17**