

## KAWERAK POSITION DESCRIPTION

DIVISION: Education, Employment, Supportive Services  
DEPARTMENT: Head Start/Early Head Start Child Care Services  
JOB TITLE: Home Visitor  
POSITION STATUS: Regular Full-Time  
EXEMPT STATUS: Non-exempt  
PAY SCALE GRADE: 9-10-11-12  
REPORTS TO: Program Specialist Child Care Director

The Early Head Start/Child Care Program is a federal program designed to provide quality child care with comprehensive Early Head Start services to children ages 0-3 yrs in preparation for Pre-School, Head Start, and formal education in the public school system. The Early Head Start Teacher leads in implementing the goals, objectives, and federal performance standards of the Head Start/Early Head Start Program and follows all applicable federal and state licensing regulations. This position is required to meet all Early Head Start Teacher educational qualifications.

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

- 1) Maintain a professional attitude, be responsible, dependable, and demonstrate a commitment to excellence.
- 2) Ensure that the home based program is in compliance with the Head Start performance standards.
- 3) 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.
- 4) Plan and conduct bi-monthly group socialization activities.
- 5) Proactively plan and prepare developmentally appropriate home activities that include the family's culture and heritage.
- 6) 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.
- 7) Conduct observations, screenings, assessments, and family reviews.
- 8) Maintain a caseload of up to nine families.
- 9) Follow policies and procedures in regards to child abuse and neglect reporting.
- 10) Maintain updated confidential child files and parent signatures.
- 11) Recruit new families and assists in the enrollment process.
- 12) Identify resources and support families with accessing resources that will help strengthen the family unit.
- 13) Complete and submit all reports and paperwork to central office according to timelines.
- 14) Attend required meetings and trainings.
- 15) Other duties as assigned by the Child Care Director.

### **QUALIFICATIONS:**

- 1) High school diploma or GED and hold a current Infant Toddler CDA (Child Development Associate) credential. If applicant does not have a CDA, must develop a professional development plan that includes completing 120 hours of ECE training within 6 months of hire.
- 2) Must be willing to work towards an AA degree in Early Childhood Education or Family Services and Child Development.
- 3) Alaska State Driver's License preferred.
- 4) Must possess good oral and written communication skills.
- 5) Must complete and submit a work physical upon hire and every five years after hire.
- 6) Must complete an annual TB screening.
- 7) Current First Aid and Infant/Child (Pediatric) CPR certification. If not current, must be willing to obtain certification within 6 weeks of hire.

- 8) Current State of Alaska Food Worker's Card. If not, must be willing to obtain one within 2 weeks of hire.
- 9) Experience in working with young children.
- 10) Resident of the community given preference.
- 11) 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 (7-17-17)**