

## Region 9 Education Cooperative

### Home Visitor Job Description

**Position Title:** Home Visitor (Bilingual Required)  
**Program:** Home Visiting  
**Reports To:** Program Director  
**Work Day:** Minimum 8 hours daily  
**Contract Days:** 110 (PT) or 220 (FT) (July 1-June 30)  
**Classification:** Dependent upon salary amount at time of hire or upon contract renewal.  
**Salary:** Home Visiting Scale

#### ESSENTIAL FUNCTIONS

1. Represents REC IX and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, NM Home Visiting Program Standards, New Mexico Early Childhood and Care Department (NM ECECD) Regulations, FERPA, HIPAA, NAEYC, FOCUS, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC IX programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC IX attendance policy is required. Attendance at mandatory program meetings and professional development is required for both REC IX and ECECD training as requested by administration.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC IX, ECECD, or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy of confidential student and personnel records and information is required.
10. Understanding and compliance with the RECIX employee policy manual, technology policy, and R9 tracking system are required.
11. Perform the functions of this position with a strong understanding of the New Mexico Home Visiting Program Standards, pertinent ECECD Regulations, and program's Policies and Procedure as it applies to the Home Visiting program and Region 9.
12. Participate in all required training by Region 9, ECECD Home Visiting and established model and/or curriculum.

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13. Participate in activities that recruit families to the program, such as distributing fliers, attending community meetings, attending community fairs.
14. Conduct ongoing regular face-to-face home visits with each family assigned to include intake and orientation meetings as established through program model requirements and ECECD Standards.
15. Ensure that the ECECD Standards for long-term outcomes of the Home Visiting Program are adhered to.
16. Implement all curriculum with fidelity.
17. Complete all required screening tools in accordance with model and ECECD Standards.
18. Facilitate Goal Setting with each family and ensure they are individualized and clearly reflect what each family hopes to accomplish for their child and themselves by participating in the home visiting program.
19. Participate in the planning, coordination, and facilitation of group setting activities.
20. Maintain a caseload of up to 25 families for full-time and 13 families for part-time.

### QUALIFICATIONS

- High School diploma or GED with post-secondary coursework in the field of early childhood education, maternal health, health care, infant toddler studies, social work, family and consumer science or related fields is preferred.
- Must obtain the Infant Family Studies Certification within two years of hire if the degree is in a non-related field.
- Must have a minimum of two years of experience working with young children and their families. Must be able to read, write, and speak in English.
- Bilingual required.
- Must demonstrate dependability, cooperation, loyalty, responsible attitude and behavior.
- Must demonstrate a willingness to work independently in family's homes and in a cooperative working environment in a team setting.
- Must be able to pass a criminal history background check before the hiring date.
- Other qualifications determined necessary by ECECD, Home Visiting Director, or Executive Director.

### PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

Must be able to adhere to the following responsibility and possess the following traits:

- A. Work a flexible schedule including some evenings while still maintaining non-exempt allotted hours
- B. Must have reliable transportation
- C. Must have a valid Driver's License
- D. Work with minimal guidance in independent and team settings
- E. Ability to present a positive image of the organization to members of the community
- F. Excellent interpersonal skills
- G. Excellent time management skills and the ability to multi-task projects
- H. Commitment to appropriate service provision for children and their families that are delivered in a culturally sensitive manner
- I. Must have an anti-bias approach to service delivery
- J. Exercise initiative and judgment in performing job
- K. Ability to understand oral and written instructions
- L. Writing ability appropriate for communication, reports and records
- M. Verbal communications to describe, explain, detail, and give instructions

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The usual and customary methods of performing the job's functions require the following physical demands:

### I. SITTING TASKS

- A. Sitting is a frequent requirement 34 - 66% of the time

### II. WALKING TASKS

- A. Walking is an occasional but essential requirement up to 33% of the time

### III. STANDING TASKS

- A. Standing is an occasional but essential requirement up to 33% of the time

### IV. SPRINTING/RUNNING

- A. Sprinting/running is an occasional requirement  
Example: in case of emergency

### V. FLEXIBILITY

- A. Bending or twisting at the neck is an occasional requirement up to 33% of the time
- B. Bending or twisting at the trunk is an occasional requirement up to 33% of the time
- C. Squatting/stooping/kneeling is an occasional but essential requirement up to 33% of the time
- D. Reaching above the head is an occasional but essential requirement up to 33% of the time
- E. Reaching forward is an occasional but essential requirement up to 33% of the time
- F. Repeating the same hand, arm, or finger motion many times is an occasional requirement up to 33% of the time

### VI. USE OF ARMS AND HANDS

- A. Manual dexterity is a frequent requirement 34 - 66% of the time
- B. Finger dexterity is a frequent requirement 34 - 66% of the time

### VII. LIFTING 10 - 25 POUNDS

- A. Lifting 10 - 25 pounds is an occasional but essential requirement
- B. Lifting above the shoulders is a rare requirement
- C. Lifting above the waist is an occasional but essential requirement
- D. Lifting above the knees is a frequent requirement

### VIII. LIFTING 26 - 50 POUNDS

- A. Lifting 26 - 50 pounds is an occasional requirement up to 33% of the time
- B. Lifting items above the shoulders is a rare requirement
- C. Lifting items above the waist is an occasional but essential requirement
- D. Lifting items above the knees is a frequent requirement

### IX. LIFTING 50 - 75 POUNDS

- A. Lifting over 50 pounds is not a requirement

### X. PUSHING AND PULLING

- A. Pushing and pulling 75 pounds and over is not a requirement
- B. Pushing and pulling 50 - 75 pounds is an occasional requirement
- C. Pushing and pulling 25 - 50 pounds is an occasional requirement

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### XI. CARRYING TASKS

- A. Speech/Communication
  - 1. Communicating through written and spoken language is a continuous requirement

### XIII. USE OF PROTECTIVE EQUIPMENT

- A. None

### Job Description Acknowledgement

I have received, reviewed and fully understand the job description for the Home Visitor position .

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name\_\_\_\_\_ Date\_\_\_\_\_

Employee Signature\_\_\_\_\_