

Region 9 Education Cooperative

Home Visitor I Job Description

Position Title: Home Visitor I
Program: Home Visiting
Reports To: HV/DS Manager
Contract Days: 210 days (July 1 - June 30)
Classification: Dependent upon results of FLSA test
Duty Station Region 9 Main Office

ESSENTIAL FUNCTIONS

1. Represents REC 9 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, NM Early Childhood Education and Care Department (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 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC 9 attendance policy is required. Attendance at mandatory program meetings and professional development is required for both REC 9 and ECECD trainings 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 9, 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 of student and personnel records and information is required.
10. Understanding and compliance with the REC9 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.

Home Visitor I – 7.23

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12. Participate in all required training by Region 9, ECECD Home Visiting and established curriculum.
13. Participate in Reflective Supervision meetings for a minimum of 2 times a month. Participation in group sessions may be required as needed.
14. Participate in activities that recruit families to the program, such as distributing fliers, attending community meetings, attending community fairs.
15. Conduct intake and orientation meetings with families in order to develop rapport, explain program, and complete necessary forms.
16. Ensure that the long-term outcomes of the Home Visiting program are a part daily plans, activities, actions, and interactions. These include: Babies are born healthy, children are nurtured by the parents and caregivers, children are physically and mentally healthy and ready for school, children and families are safe, and families are connected to formal and informal support in their community.
17. Conduct face-to-face home visits in the family's home according to family preferences, needs, strengths, and risk factor. It is required that a Home Visit is conducted 1 time a month with 2 times being optimum, with a visit no less than 1 hour.
18. Be knowledgeable and keep abreast of community resources, including availability, eligibility, and other requirements for appropriate referrals to meet family goals. Adhere to the established system of record keeping, database, tracking, and follow up to determine effectiveness of referral.
19. Implement curriculum with fidelity.
20. Implement the following components in regular home visits: Parent engagement, support parent-child relationship, support and assistance to access health, referral and follow-up to community resources, screening, address safety concerns, provide developmental guidance, promote breast feeding as appropriate, ensure well child checks are up-to-date.
21. Complete the following screening tools with family participation and with fidelity: Postnatal Depression Scale, Ages and Stages Questionnaire (ASQ), Ages and Stages Questionnaire/Social/Emotional (ASQ:SE), Interpersonal Violence Screening Tool, Social Support Index (SSI), Parenting Interactions with Children: Checklist of Observations Linked to Outcomes (PICCOLO), Maternal Child Health Information and Peri-Natal Questionnaire, Social History, and any other tool as determined by ECECD.
22. 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. Ensure that the goals are in partnership with the family and include: Family input, Support the parent-child relationship, are a result of screenings, have community support, involve transition planning and as applicable involve safety plan, coordination with other agencies including Early Intervention. Based on the identified needs and Family Plan, a visit schedule shall be developed, implemented and reviewed and updated on a monthly basis with the family.
23. Participate in a multidisciplinary team to develop Family Services Plans.
24. Participate in the planning, coordination, and facilitation of group setting activities.
25. Maintain a caseload of up to 14 families or assigned by supervisor.

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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 field is preferred. Must obtain the Infant Family Studies Certification within two years of hire if 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 preferred. 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 hiring date. Other qualifications determined necessary by ECECD, HV/DS Manager, 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
- e. Knowledge of Community Resources
- f. Ability to present a positive image of the organization to members of the community
- g. Excellent interpersonal skills
- h. Ability to work individually and in a team setting
- i. Excellent time management skills and the ability to multi-task projects
- j. Commitment to appropriate service provision for children and their families that are delivered in a culturally sensitive manner
- k. Exercise initiative and judgment in performing job
- l. Ability to understand oral and written instructions
- m. Writing ability appropriate for communication, reports and records
- n. Verbal communications to describe, explain, detail, and give instructions
- o. Manual dexterity sufficient to operate a computer and other office equipment, including, but not limited to, the telephone, fax machine, copier, and Ipad.
- p. Visual ability to see and read reports, documents, and records
- q. Auditory abilities capable of performing phone communication and interaction with other individuals

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

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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

XI. CARRYING TASKS

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

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XIII. USE OF PROTECTIVE EQUIPMENT

A. None

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for **Home Visiting I** 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 _____