



***REVISED JOB ANNOUNCEMENT**

Open Recruitment (#1286)

Open Date: 2/1/10

Close Date: *Until Filled

Position:	Home Visitor I, II, III 3 Openings	Reports to:	Area Manager
Program:	Early Head Start	Location:	SLO County (works out of SLO office)
Salary Grade:	12, 13, 14	Shift:	M-F, 8:00am - 5:00pm
Salary Range:	\$12.38 - \$19.24/hr.	Status:	*Regular , FT, 40hrs/wk
FLSA:	Non-Exempt	Benefits:	Yes
Additional \$0.25/hr bilingual & \$0.25/hr biliterate differential provided, pending examination			
<i>This position is funded by the American Recovery & Reinvestment Act (ARRA). Current funding until 9/2011, may be extended.</i>			

Home Visitor I	\$12.38 - \$17.45/hr.
Home Visitor II	\$13.02 - \$18.32/hr.
Home Visitor III	\$13.67 - \$19.24/hr.

BILINGUAL/BILITERATE REQUIRED

Position Summary:

This position will provide direct services in the home to pregnant women and families with a child, birth to age five, who are enrolled in Early/Head Start Home Base Program Option. The role of the Home Visitor will be to serve as a resource for parents and be a facilitator for learning.

Responsibilities & Duties:

1. Plans and develops an individualized program for pregnant women and children, birth to age five, and their families. This will include establishing a caring professional relationship and a climate of mutual trust and respect for parents.
2. Completes a weekly 90-minute home visit with each enrolled pregnant woman or family with a child, birth to age five.
3. Provides guidance to age appropriate early childhood experiences for all children, birth to five years, with the emphasis on the parent as the teacher.
4. Provides comprehensive, family-focused services based on the Family Partnership Agreement (FPA).
5. Works with parents to strengthen the family's knowledge of child development, including; assisting parents to understand how children grow and learn, and planning and conducting child education activities with the parents which meet the child's intellectual, physical, emotional, and social needs.
6. Assists pregnant women and parents to strengthen their knowledge of community resources and support parents in problem solving.



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7. Provides a bi-weekly center-based educational or social development group experience for pregnant women, children and families.
8. Provides guidance for pregnant women to assess comprehensive prenatal and postpartum care for Early Head Start Home Visitors.
9. Recruits, receives applications and enrolls children for the Home Visitor option.
10. Possesses a working understanding of the Creative Curriculum, Second Steps Curriculum and SAVE Curriculum for Head Start Home Visitors. Completes in the required timeframe the Ages and Stages Questionnaire (screening tool), and on-going assessment.
11. Provides a Parent Representative for the Policy Council.
12. Completes required paperwork as required by the Performance Standards.
13. Implements, as a member of a multi-disciplinary team, each child's Individual Education Plan (IEP)/Individual Family Services Plan (IFSP) and participate in case conferencing, as needed.
14. Performs other duties as needed or assigned by the Area Manager.

Minimum Educational and Experience Requirements:

Home Visitor	Minimum Requirements	Alternative Qualifications
▪ Interim level not available		
▪ Level I	24 units ECE/CD (1) (4) 16 units general ed. (2) 6 months related teaching exp. (3) RCCP, Teacher Permit or higher (5) (6)	AA/AS (or 60 units) 24 units ECE/CD (1) (4) 6 months related teaching exp.(3) RCCP, Teacher Permit or higher (5) (6)
▪ Level II	AA/AS 24 units ECE/CD (1) (4) 1 year related teaching exp. (3) RCCP, Teacher Permit or higher (5)	BA/BS 12 units ECE/CD (1) (4) 3 units supervised field exp. Master Teacher Permit or higher (5)
▪ Level III	BA/BS 12 units ECE/CD (1) (4) 1 year related teaching exp. (3) 3 units supervised field exp. Master Teacher Permit or higher (5)	

(1) Units in ECE/CD include course work in early childhood education/child development and at least one course in each of the following core areas 1) child/human growth and development 2) child, family and community, or child and family relations; 3) programs and curriculum. Must have received passing grade of "C" or better or credit.

(2) General Education Units include sixteen diversified semester units in general education (i.e., at least one course in each of the following areas: Humanities and/or Fine Arts, Social Sciences, Math and/or Science and English/Language Arts.



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- (3) Experience must be in a licensed day care center, comparable home day care or group child care program for children ages 0 - 5 under the supervision of a person who would qualify as a Center Supervisor. College internships and labs served in a licensed day care center will count as experience.
- (4) For infant/toddler center(s), 3 units in infant/toddler development and/or programs must be included as part of the course work requirement for all of the above.**
- (5) Must hold appropriate Children's Center Permit or qualify for an appropriate Children's Center Permit prior to beginning employment and apply within 30 days of commencing employment.
- (6) Must meet Child Development Teacher Permit requirements within ten years.

Other Requirements:

1. Must be bilingual and biliterate in English and Spanish.
2. Must have in-depth knowledge of infant/toddler growth and development, and family development.
3. Must have strong written and verbal communication skills.
4. Must be willing to increase basic knowledge of child development and early childhood education, as well as techniques of working with children with special needs and their families.
5. Experience working with low income and high-risk families of diverse cultures desirable.
6. Must have knowledge of and the ability to comply with applicable laws and regulations.
7. Must show warmth and strong appreciation of human growth at all levels including children, parents, staff and community.
8. Must have dependable, insured transportation and valid California Driver's License (mileage to be reimbursed) and acceptable driving record. A DMV printout and proof of insurance will be required.
9. Must pass health screening and TB skin test or chest x-ray prior to beginning employment.
10. Must demonstrate sound judgment, supervisory and administrative skills.
11. Must be self-motivated and able to work with a minimum of supervision.
12. Must be able to direct the work of others, when applicable.
13. Must provide certificates of completion of approved pediatric first aid and pediatric CPR training within 90 days of hire. Certification in both of these training areas must remain current at all times.



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14. Must use reasonable precaution in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to assure at all times, maximum safety to one's self, fellow employees and children.
15. Employment is contingent upon meeting all job requirements and background requirements: criminal history check, education verification, acknowledgement of child abuse reporting responsibility, criminal record statement, etc. A criminal history clearance is required within seven days of completing the Live Scan.
16. Offers of employment are contingent upon receiving a criminal history clearance from the Department of Justice prior to beginning work.
17. Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.
18. Employment in Head Start, Early Head Start and Migrant and Seasonal Head Start is contingent upon approval of the Policy Council.

Physical and Environmental Requirements:

Position requires intermittent sitting, standing, walking, twisting, and bending. Must be able to lift up to 40 pounds. Simple grasping and hand manipulation required as well as reaching above below shoulder level. Must be able to withstand exposure to noise in a daycare environment.

Applicant Information

Filing Procedure: A completed Community Action Partnership Employment Application must be received the main office located at 1030 Southwood Drive, San Luis Obispo, CA 93401, or designated office, no later than 5:00 p.m. on the closing date. Applications may be obtained at the main office or at www.capslo.org.

Selection Process: All qualification requirements must be met by the closing date of this announcement. Applications will be evaluated on the extent and quality of submitted application materials.

Employment Requirements: All offers of employment will be conditional upon satisfactory completion of all job requirements listed on the job announcement, including but not limited to references, criminal history background checks, pre-employment drug tests and health screenings. All appointments are subject to post employment verification and documentation of one's identity and legal right to work in the USA in compliance with the Immigration Reform and Control Act of 1986. All regular and seasonal status new hires will serve an "at will" six (6) month introductory period.

Internal Recruitments: Only current regular, seasonal and limited term employees may apply during the internal recruitment period. Internal transfers (positions in the same or a lower salary grade) require three months successful employment in their current position and promotional transfers (positions in a higher salary grade) require six months of successful employment in the current position.

Benefits: Full time regular, seasonal and limited term employees are eligible for 100% employer paid benefits. Part-time regular, seasonal and limited term employees, working 20-29 hours per week on a regular basis are eligible for 50% employer paid benefits. Benefits include medical, dental, vision, life and AD&D insurance; paid vacation, paid sick leave, 13 paid holidays per year and opportunities to participate in a 403 (b) retirement plan and section 125 cafeteria plan.

EOE/ V/ ADA/ Drug Free Workplace/ Asset Infused Organization