



Employment Opportunity
Butler County Educational Service Center
February 26, 2020

POSITION: Help Me Grow Home Visitor

DESCRIPTION: Plan and develop with the family an individualized program establishing a caring, professional relationship and climate of mutual trust and respect for families. Incorporate a strengths base approach supporting positive parent-child bonding and nurturing parent-child relationships. Work with parents in their home environment to strengthen the family's knowledge of child development; help parents to understand how children grow and learn; plan and conduct educational activities with parents to meet the child's intellectual, physical, emotional, and social needs with curricula set forth by the agency. Partners with families to ensure their child(ren) have current health requirements and developmental screenings within mandated timelines. Accurately document and track billable time, and engage a caseload of clients to meet home visit number requirements. Collaborate with other providers for children 0 – 3 years of age to facilitate a “seamless” service system. Appropriately connect and assist families with community resource referrals as needed and work to empower families toward self-sufficiency.

QUALIFICATIONS:

- Bachelor's degree in social work, family studies, early childhood education or equivalent or combination of education and work experience.
- Proficiency in Spanish-written and verbal preferred
- A minimum of two years work experience with young children and their families preferred; familiarity with agencies serving at-risk populations; and a demonstrated ability to work cooperatively with local agencies.
- Experience in establishing partnerships with families, preferred.
- Knowledge of agencies and community resources, public schools, including preschool placement and transition options.
- Willingness/ability to work as a team member and independently.
- Ability to work a flexible schedule to meet the needs of families.
- Excellent organizational skills and ability to multi-task.
- Computer expertise appropriate to the position.
- History of good job attendance.
- Good communication skills; verbal and written.
- Valid Ohio driver's license with good driving record; daily access to private insured vehicle during work hours.
- Must pass criminal background checks, and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- Conduct required weekly or bi-weekly home visits to provide parents with learning opportunities that will assist in enhancing the growth and development of their children and support positive family interactions.
- Complete and maintain accurate written and electronic database records in accordance with ODH and HFA requirements.

- Coordinate and/or conduct initial and ongoing screening/assessments of infants and toddlers development and their family; determine concerns, priorities, and resources for each family and assist them with creating family goals.
- Responsible to accurately track and document time spent preparing, completing and documenting home visits and utilize good time management skills.
- Adheres to timelines mandated for enrollment, assessments, and screenings outlined by the Ohio Department of Health and Healthy Families America.
- Plan, implement, evaluate and document the learning experiences supporting individual progress and appropriate child and family outcomes.
- Document and maintain individual files on all families and collects data from other community resources related to health, mental health, and oral health.
- Coordinate and implement weekly and bi-weekly lesson plans through agency approved curricula and facilitation of socialization activities.
- Refer families to appropriate community options, or other resources, as needed. Work alongside families to connect to these services in a way that promote self-sufficiency.
- Identify developmental concerns and make appropriate Early Intervention referrals. Continue on-going and consistent communication with all Early Intervention providers to facilitate a seamless, well rounded coordination of services
- Facilitate communication and family involvement in referrals to other agencies and maintaining records and other documentation related to the referrals.
- Attend and actively participate in playgroup opportunities with families as assigned.
- Encourage and foster the family's independence in decision making about the services they are receiving.
- Explore future planning with family, including transition to Head Start or other preschool service option initiating 6 months prior to child's third birthday.
- Participate in program evaluation activities as requested.
- Plan and organize own work to meet priorities and deadlines (daily, weekly, monthly, quarterly, yearly)
- Confer with supervisors regarding progress, concerns, and recommendations.
- Ensure confidentiality practices are maintained at all times
- Participate in staff training and meetings.
- Continuously update and improve professional competence including current or future required standards.
- Comply with state and federal regulations that pertain to the position (e.g. OSHA: Occupational Safety Hazard Administration, ORC; Ohio Revised Code).
- Perform other duties consistent with the position as assigned.

OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for family and students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in the family and students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures; building policies and procedures, public relations and state reporting. Knowledge of infant and toddler curriculum and developmentally appropriate practices.

Ability to: Interpret policies and procedures; follow instructions; communicate effectively; maintain files and reports; collect data; schedule; and lift moderate amounts of weight. Ability to bend, twist, stoop, sit on floor for moderate periods of time during home visits and socializations. To provide own transportation to home visits. Ability to collect, analyze, and input data.

Skill in: Microsoft programs, Basic math, English and communications.

EQUIPMENT OPERATED:

Copier, fax, computer, and general office equipment

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to unruly children/adults, blood, bodily fluids and tissue.
Exposure to traffic and unfavorable weather conditions while driving; home environmental issue.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non - prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION:

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Staff.

STARTING DATE: As soon as possible
SALARY: \$37,575 - \$44,286 based upon experience and education
BENEFITS: Excellent benefits for all full time employees
WORK YEAR: Full Time - 260
DEADLINE: Until filled
APPLY TO: Apply by clicking: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Laura Theiss by the deadline.