



UCAN Employment Opportunity

Early Head Start Home Visitor	
Head Start	Closing Date: Open until filled
Budgeted Hours: 40 hrs/wk – 52 wks/yr	Salary: \$13.04 – \$18.01 (depending on degree and experience)
APPLICATION PACKET MUST INCLUDE UCAN APPLICATION AND CRIMINAL HISTORY RESULTS, COPY OF DEGREE AND TRANSCRIPTS AND OREGON REGISTRY STEP CERTIFICATE.	

THE POSITION: Provide and coordinate comprehensive social and educational services to children and their families enrolled in assigned group. Work in partnership with parents on child issues as they relate to the family. Provide direction and leadership to families during group socializations.

Essential Functions of the Job: In the child’s home environment based on family’s schedule meet with them weekly. In the home environment and at twice monthly socializations follow the assigned curriculum and developmentally appropriate practices to provide education information. Observe child and regularly document progress in the web based data system as directed by supervisor. Plan and carryout activities as designed in play group and weekly lesson plans. Conduct monthly family gatherings. Participate in recruitment efforts/activities for assigned site. Plan and facilitate parent orientations/enrollments to the program. Welcome and enroll families into the Early Head Start Program. Document all child and family contact information, attendance, observations and lesson plans in web based data system. Nurture children and respond to their individual needs using developmentally appropriate practices. Provide parents with health information and work with them to be sure all health needs for their child are being attended to. Complete developmental and behavioral screenings on each assigned child within 45 days of enrollment, and refer children with special needs for additional assessment and services. Provide parents with ongoing parenting and child development information. Orient each family to the program providing information on all Early Head Start services and philosophy. Utilize available program and community resources to best meet the needs of the program and the families served. Implement, support and follow up with the family partnership agreement. Act as a liaison for each family between Early Head Start and agencies in the community as appropriate. Participate in family staffings for each child with child development team, bus driver, community agencies, therapists, and DHS worker or family support and/or resource people as appropriate for planning and sharing information. Meet with speech therapist, child development team and appropriate managers on a monthly basis using meeting notes for documentation. Participate in IFSP meetings as requested by special services coordinator. Report and document incidents of suspected child abuse and neglect to DHS and child development services supervisor within 24 hours of incident. Respect the confidentiality of information about Early Head Start and Head Start children and families, staff and personnel issues, and agency operations.

NOTE: Regular and consistent attendance as required. Flexible work hours could be required with some evening meetings.

MINIMUM QUALIFICATIONS: NOTE: Child Development Associate Certificate in Home Visiting or AA in Early Education with (early education credits and SSCBT equivalent) and at least 6 months of experience with infants, toddlers and preschool age children OR a combination of one or more if willingness to enter into professional development plan at beginning of service to obtain requirement as set forth by program director. Basic knowledge in adult instruction and/or coaching techniques and strategies. Current driver’s license is required with driving record to be provided at time of interview. At the annual performance evaluation, or more frequently if determined to be necessary by the program director, driving records will be discussed with employees whose work duties require operating a motor vehicle. At time of appointment, must be enrolled in the Criminal History Registry. Qualified applicants with bilingual capabilities in English/Spanish will be given extra consideration.

DRIVING RECORD: Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 2-4 days for delivery and longer for out of state.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Considerable knowledge of child development; considerable knowledge of educational curriculum and development of child progress plans for 0-5 years, depending on group assigned to. **Skill in:** Planning and implementing lessons, observing, identifying, and recording children’s levels of development; basic use of computers. Skill in adult learning principles and family dynamics. Skill in evaluating social service needs of families and linking families to appropriate resource in order to meet identified needs. **Ability to:** Communicate effectively in both oral and written forms; make decisions independently in accordance with established policies, and use initiative and judgment in carrying out tasks and responsibilities; follow instructions, work within a team structure; estimate time and materials to manage time efficiently; multi-task; be detail oriented, establish and maintain records, reports, and statistical data; represent Head Start in a variety of settings; maintain confidentiality; utilize problem identification and resolution techniques; remain calm and use good judgment during confrontational or high pressure situations; use large and small group leadership skills; courteously meet and deal effectively with coworkers, children, families and the public. Work in a safety conscious manner and be aware of surroundings at all times.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work will require bending, lifting and carrying up to 25 pounds – occasionally up to 60 pounds, keyboarding, reaching, sitting, standing, stooping and walking. Work is typically performed under reasonable good working conditions. Work requires continuous/concentrated mental and/or visual attention and alertness.

SUBMIT COMPLETED UCAN APPLICATION TO:
 UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
 541-492-3913 FAX 541-492-3921
 Application on website: www.ucanap.org
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 UCAN - Creating solutions to poverty! Improving lives in our community!