

**JOB DESCRIPTION**

**EARLY HEAD START FAMILY DEVELOPMENT EDUCATOR**

Under the supervision of the Early Head Start supervisor, the Early Head Start family development educator shall be responsible to:

1. Conduct weekly home visits with families lasting a minimum of one and a half (1.5) hours to a maximum of two (2) hours per session.

1. Develop and implement weekly lesson plans in partnership with parents.
2. Collect, screen, and track all medical examinations and immunizations, working with families to obtain health information and follow-up as needed.
3. Provide developmental and sensory (vision, hearing, and language) screenings as required to children.
4. Work closely with program consultants to ensure children receive treatment services as necessary.
5. Each month, provide two developmentally appropriate infant/toddler socializations to families on assigned caseload.
6. Provide case management and general counseling to assigned families to ensure provision of quality mental health, health, and social services, including services to high-risk pregnant women, expectant fathers, and their families.
7. Provide comprehensive strength-based case assessment.
8. Develop an individual, goal-oriented plan in partnership with each family.
9. Participate in regular multidisciplinary case conferencing sessions to discuss strengths, needs, and concerns of children and their families.
10. Assess the need for and barriers to professional services for each family in assigned caseload and make referrals to appropriate service agencies. Monitor to ensure families receive necessary services in a timely manner.
11. Accurately maintain documentation of all screenings provided, case planning conducted, and follow-up activities received by families.
12. Participate in and attend all required meetings, in-service trainings, conferences, and continuing education as required.
13. Jointly plan and implement activities for parent support groups and monthly parent meetings. Plan and distribute agendas. Prepare, translate, and distribute minutes in English and Spanish.
14. Monitor and track attendance of Early Head Start children and follow up on absences, providing support and guidance to families as necessary to ensure successful program enrollment.
15. Develop a comprehensive health and nutrition plan for each family.
16. Input health, program information report (PIR) data and notes into the Child Plus data program on a weekly basis.
17. Participate in regularly scheduled recruitment throughout Ventura County, including community events, health and human services agencies, and door-to-door residential contacts.
18. Other duties as assigned.

**EMPLOYMENT STANDARDS**

**Required Education and Experience:**

* Minimum of two years’ paid experience in a childcare program as a preschool or infant/toddler teacher or in a social service, community-based agency providing case management services.
* Minimum of a current state-awarded child development associate teacher permit or associate degree in child development or early childhood education (ECE), or \*related field with equivalent child development coursework. \*\*Coursework must include six (6) infant/toddler development units.

*\*Related fields are defined as: human development, liberal arts, psychology, sociology, home economics, nutrition, special education, general education, or health education, and with coursework equivalent to a major in early childhood education. A degree in a* *related field must include the following four courses: child/human growth & development; child/family & community or child and family relations; programs/curriculum; and supervised field experience in ECE/CD setting.*

*\*\*If hired without the minimum six (6) infant/toddler development units, continued education towards completing the required units within 12 months of hire will be required as a condition of employment.*

* **Preferred Criteria:** Fluent bilingual (English/Spanish) skills.

**Knowledge and Abilities:** Ability to effectively speak, read, and write in English. Must be able to maintain confidentiality. Sensitivity to multicultural beliefs and practices, and ability to relate to children, parents, and high-risk pregnant women. Sensitivity to needs of low-income families. Ability to maintain accurate records. Working knowledge of computers and basic applications such as Word. Ability to work as a team member. Flexibility and ability to plan, supervise, and work independently in the implementation of the Early Head Start home-based program. Provide leadership and guidance to parents. Problem solving and organizational skills. Ability to speak before a group. Must have knowledge of various community resource agencies to support children and families immediate or long-term assistance. Ability to drive vehicle and travel throughout Ventura County to conduct home visits, recruitment, and other related duties.

**Physical Abilities:** Ability to effectively use hands and fingers to fill out regular and NCR forms and use of computer keyboard and other office machines/equipment. Ability to walk and/or stand extensively throughout employment for ongoing outdoor recruitment. Safely drive company or personal vehicle as part of daily family visit activities. May occasionally walk on slippery or uneven surfaces. Ability to bend, squat, climb stairs, and sit on the floor for family visits and/or group socials. Ability to lift 25 lbs. Ability to carry, push, and pull rolling carts and/or cases with supplies.

**License or Other Requirements**: Must have access to a dependable auto with minimum appropriate insurance coverage and possess a current valid California driver’s license. Must hold Infant First Aid and CPR certificate and renew upon every expiration. Must submit to a job-pertinent, agency-paid, pre-employment physical examination, negative tuberculosis test, and criminal record background check. Employment is conditional pending satisfactory results of all required tests and background checks. Periodic physical examinations and TB clearances will be required if hired. Mandated reporter.