Opportunities for Chenango, Inc.
Early Head Start
Position Available

EHS Home Based Visitor Norwich and Oxford (2 positions available). These are full-time positions, 37.5 hours a week, M-F, full year. The wage these positions are $13.33 per hour.

Requirements: A minimum Associate's degree (AAS), credential, or certification in social work, sociology, psychology, human services, family studies/development, counseling, or early childhood education. Willing to attain and maintain First Aid and CPR certification. Valid driver's license required.

Application and/or letter of intent will be accepted until the position is filled.

Please send Resume and Cover Letter:
Opportunities for Chenango, Inc.
44 W Main St
Norwich, NY 13815
Attn: Robin Tuttle
Fax: 607-336-4305 or email: rtuttle@ofcinc.org

Equal Opportunity Employer, Drug Free Environment

Position: Early Head Start Home Based Visitor   **Date Revised:** 12/16
Reports To Early Childhood Development Coordinator/Program Coordinator   **Salary Category:**B
Supervises: N/A   **Employment Status:** 12 mo. Non-exempt

Responsibilities: A Home Based Visitor works with Early Head Start Families, children and staff in assessing and responding to the individual needs of enrolled children and pregnant women. This person works independently and within a team to implement, and ensure compliance with, Head Start Performance Standards and NYS Office of Children and Family Services Day Care Licensing Regulations.

Minimum Qualifications: A minimum of an AAS degree, credential, or certification in social work, sociology, psychology, human services, family studies/development, counseling, or early childhood education. Willing to attain and maintain First Aid and CPR certification. Valid driver's license required.

General Duties:
1. Act in accordance with OFC's mission statement and abide by its standards of conduct.
2. Follows all agency and programmatic policies and procedures.
3. Assists in ensuring the agency meets all federal, state and local regulations including OCFS licensing requirements.
4. Works within a team to plan and administer a comprehensive program of services.
5. Demonstrates a work ethic that recognizes and supports each person's socio-economic, ethnic and educational background.
6. Interacts and communicates effectively with co-workers, customers and community members in a professional and respectful manner.
7. Immediately reports child abuse/maltreatment to The New York State Central Registry according to program policies and procedures.
8. Maintains confidentiality of information regarding children, families, staff and program issues.
9. Follows procedures when "calling in" due to illness, and for leave time.
10. Participates in all required meetings and trainings, shares information with colleagues as appropriate.
11. Drive agency vehicle and transport families as necessary.
12. Performs other job related duties as necessary or assigned.

Essential Duties:
1. Recruit and enroll families to include supporting an active waiting list and maintaining an active caseload.
2. Create and maintain two socialization environments per month that meet the developmental needs of infants and toddlers and encourages parent/child interactions.
3. Establish a stimulating, safe and print rich environment with distinct learning areas.
4. Coordinate and assist with scheduling activities, field trips and program events.
5. Work with families and children on a weekly basis in their home for 90 minutes per visit, planning for all components at each visit.
6. Model positive parent/child interactions and developmentally appropriate practice.
7. Work with parents to strengthen their knowledge of child development through written observations and evaluations of home visits and socializations sessions.
8. Assist parents to observe, record, screen and assess individual child growth, development and social/emotional behavior. Assist parents to develop and implement individual education goals and plans.
9. Assist parents to use positive guidance and redirection to help children with anger and challenging behaviors.

10. Utilize the Health, Nutrition, Prenatal and Early Childhood Development curriculums and related resources in assisting families to plan activities.
11. Assist families to refer children for Early Intervention services as indicated and support families throughout the process.
12. Assist and ensure that ongoing communications exists between the family and the program including parent meetings and Policy Council support.
13. Assist families in the ongoing assessment of strengths, interests and needs to develop and implement individual plans.
14. Responsible for assisting families to provide for the health and safety of their children. Ensures that accident reports are filed.
15. Prepare and assist children and families for a successful transition to their next learning environment.
16. Communicate information and needs of families and represent their interests.
17. Be aware of and be able to utilize program, county and community resources and assist families in their linkage with these services as needed.
18. Prepare and submit accurate and prompt documentation of program activities including newsletters, written reports, surveys, expenditures and other agency documentation as requested.
19. Comply with CACFP and New York State Day Care Licensing Regulations and documentation.
20. Prepare for and participate in Family Portfolio Reviews and Team Meetings.
21. Responsible for the care of and requisitioning of program materials, equipment, supplies and resources through the immediate supervisor.
22. Transport staff and families in compliance with agency and New York State Department of Transportation guidelines.

Working Conditions:

Talking – Ordinary
Physical Demands- Climbing, stooping, kneeling, reaching, handling.
Hearing- Ordinary conversation
Weightlifting – Up to 50 pounds
Vision - Acuity, near and far

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Opportunities for Chenango, Inc. applicant
Sign and Date