



Community Action Agency

CINCINNATI | HAMILTON COUNTY

Phone: (513) 569-1840 * **Fax:** (513) 569-4354 * **Website:** www.cincy-caa.org

JOB DESCRIPTION

Position Title:	Home School Educator	FLSA Status:	Non-Exempt
Division:	Head Start	Pay Grade:	6
Work Hours:	8:00 a.m. -5:00 p.m., bi-weekly, requires evenings and weekends.	Revision Date:	June 2016

Work Location:

Cincinnati-Hamilton County Community Action Agency * 1740 Langdon Farm Road * Cincinnati, Ohio 45237

POSITION SUMMARY

Provides services to a caseload of children, in partnership with their parents, and pre-natal women which includes parent/child groups, home visits, health follow-up, child growth and development, and resource and referral. Performs all duties in accordance with Head Start Performance Standards, federal, state, and local laws and regulations, and CAA policies.

ESSENTIAL JOB FUNCTIONS:

Under General Supervision:

- Engages families as full partners in their own and their children's development and learning by helping families develop and reach realistic and achievable long-term and short-term goals, engaging them in assessing their needs and strengths, and supporting them in taking actions to reach their goals.
- Demonstrate skills and effective strategies in strengthening the parent/child relationship in accordance with the EHS Primary Goal.
- Plan and co-facilitate center group socializations according to socialization guidelines.
- Plan and provide families according to home visit guidelines, family goals, and age appropriateness for each child in the family.
- Facilitate the full involvement of parents and children with special needs into all EHS/HS services.
- Refer parents to community resources based upon identified needs and goals, and provide follow-up and ongoing support.
- Work with parents to ensure participation in the Individual Family Service Plan (IFSP) process for children with disabilities and assist families in locating resources based upon needs and IFSP goals.
- Ensure family established goals and program lesson plan is administered in accordance with program policies and procedures.
- Promotes the programs approach to child development and education in the areas of; Language and Literacy Development, Cognition and General Knowledge, Approaches to Learning, Physical Development and Health, and Social and Emotional Development.
- Facilitates planning and follow-up by documenting discussions with families (e.g., decisions made, referral needed) and taking steps to implement families' individualized self-sufficiency programs that support their continued progress. Support families' goals and sufficiency by helping them understand and link to entitlement and benefit policies and programs (e.g., child care, food stamps, TANF, IDEA, SCHIP).
- Facilitates transitions to or from Early Head Start, home, and/or other early education and care settings by engaging families, others in the program, and members of the community in planning and implementing strategies that ensure successful transitions, including the transfer of child records.



12. Meets federal, state, and program documentation requirements by maintaining accurate, objective, complete, timely, and well organized child and family records.
13. Actively participates in staff meetings, training sessions, conferences, workshops, and other professional development activities.
14. Provide prenatal and postpartum parent education to prenatal women as required using the Prenatal/Postpartum Parent Education topics list.
15. Assist pregnant women in accessing ongoing prenatal care, dental exams and treatment.
16. Facilitate birth planning including information about services, and provide resources and referrals as needed.
17. Recruits and registers children as required by Head Start Performance Standards.
18. Maintains a level of good work attendance.
19. Perform other duties as assigned.
20. Must maintain confidentiality.

The above statements are intended to describe the general nature and level of the work being performed by staff assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Additionally, C-HCCAA management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

QUALIFICATIONS AND REQUIREMENTS

The incumbent must have:

1. A Bachelor's degree in Education, Early Childhood Development preferred.
2. An Associate's degree in Early childhood Development, or related field, from an accredited college or university may be considered.
3. Two (2) years of teaching experience, at least one (1) of which is in an urban environment.
4. Knowledge and/or experience in child development and early childhood education; principles of child health, safety and nutrition, adult learning principles; communicating and motivating adults; community resources; and linking families with appropriate local resources. (HS Performance Standards)
5. Experience and/or training in effective communication with infants, toddlers, and pre-school age children and their parents and other staff. Ability to fluently speak English required; Spanish and/or French preferred.
6. Demonstrated ability and interest in working with children.
7. A valid driver's license and proof of insurability.
8. Experience working with diverse populations, including low to moderate-income families.
9. Ability to work with and teach infants and toddlers.
10. Willingness to handle home visits in client's homes.
11. Willingness and ability to drive to and from home visits in all weather conditions.
12. Ability to analyze and interpret data and to handle problem resolutions.
13. Flexibility to accommodate both planned and unplanned travel, to and from C-HCCAA or meeting/conference locations, including overnight and/or out of town travel.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

WORK ENVIRONMENT :

Includes both a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, and local travel, including exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

PHYSICAL DEMANDS:

Ability to meet the following physical requirements with or without reasonable accommodation:

- a. Use hands to manipulate, handle, feel, and control items or equipment;
- b. Walk, bend, kneel, and reach;
- c. Lift a 20-60 lb. child, using all safety precautions;
- d. Talk, hear, and communicate with parents;
- e. See and be able to read, write, and interpret written documents

ORGANIZATIONAL STRUCTURE:

Reports to: Home School Supervisor

Manages:

Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.

Your employment with the Cincinnati-Hamilton County Community Action Agency is entered into voluntarily or “at-will,” meaning that both you and the employer may end the employment relationship with or without reason, cause or notice. You are free to terminate your employment at any time, with or without cause. Similarly, C-HCCAA has the right to terminate the employee’s employment, or otherwise alter an employee’s position, duties, title or compensation at any time, with or without cause or notice. Therefore, the only employment relationship that exists is one terminable **at will** by either the employee or C-HCCAA.