

**OPPORTUNITIES FOR CHENANGO, INC.**  
**JOB DESCRIPTION**

**PROGRAM:** Child Care Services, Early Head Start

**JOB TITLE:** Home Based Visitor

**RESPONSIBLE TO:** Program Coordinator/Early Childhood  
Development Coordinator

**GRADE LEVEL:** B

**GENERAL DUTIES:**

Responsible for working with Early Head Start families, children and staff to carry out the specified duties as related to the implementation of the Performance Standards for the Head Start Program, the Home Based option and all component plans, as applicable.

**RESPONSIBILITIES:**

1. Be familiar and comply with goals, philosophy and policies of Opportunities for Chenango, Inc. Head Start Program.
2. Maintain confidentiality of information regarding children, families, staff and program issues in accordance with policies.
3. Recruit and enroll families, including maintaining an active waiting list.
4. Orient new families and staff to the OFC, Inc. Head Start Program.
5. Work with families and children on a regularly scheduled one-to-one basis in their homes for 90 minutes per home visit, including all components during home visits.
6. Plan, organize and carry out at least two group socializations per month.
7. Assist families in the on-going assessment of family's strengths, interests and needs to develop and implement individual family plans.
8. Complete all documentation in accordance with procedures and regulations.

9. Be aware of and able to utilize program, county and community resources and assist families in their linkage with these services, including the public school.
10. Organize and work with groups of parents to assist them with their monthly meetings and other activities.
11. Be available to attend meetings, trainings, workshops, as required by component supervisor, to improve overall job performance.
12. Be available to drive agency vehicle as necessary and be able to be reached by phone at home.
13. Perform other job-related duties as necessary or assigned by supervisory personnel.

**QUALIFICATIONS:**

1. Associate's Degree in a related field; or 12 college credits in Child Development or Human Services and experience working with young children, or in a human services related field; or; C.D.A. Credential and two years experience working with young children in an early childhood program, or in a human services related field.
2. A valid NYS Driver's license.
3. Able to be contacted.
4. Able to lift 25#.
5. Be able to physically perform duties.

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