



Tri-County Community *Action Partnership* Position Description

Position Title: Prenatal to 5 Home Visitor I	
Department: Early Head Start/Head Start	Status: Full-time Hourly/Non-Exempt
Pay Grade: Grade 7/Union	Location: Morrison, Todd, & Crow Wing Counties
Position Reports to: Early Education Manager (Early Head Start)	

Mission Statement

“TCC engages the entire community to listen to and partner with low income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity.”

Summary

The Prenatal to 5 Home Visitor provides comprehensive Head Start/Early Head Start services to families to meet performance standards, including screening and ongoing assessment; medical, dental, and mental health services; child development and education; and family partnerships that focus on setting goals and identifying the responsibilities, time tables, and strategies for achieving these goals.

Primary Duties - *All TCCAP staff are required to actively recruit families for agency programs.*

- Provide education and support to pregnant women through approved curriculum and program goals.
- Conduct parent-child conferences throughout the year.
- Promote a healthy pregnancy to provide healthy fetal development including attention to diet, weight gain, substance use, hypertension, etc.
- Ensure prenatal appointments are scheduled. Attend with expecting mother if needed.
- Provide education/training for depression, unexpected birth outcomes, etc.
- Help expecting mothers to clarify their personal goals and to solve problems that could interfere with completing their education, finding employment, and planning future pregnancies.
- Make appropriate referrals and assist with completing applications for services, such as public assistance programs, as needed.
- Promote postpartum care for the parents and child including well-baby appointments and postpartum depression screening after birth.
- Provide early, continuous, intensive, and comprehensive child development and family support services that will enhance the physical, social, emotional, and intellectual development of children Prenatal to 5 years through weekly home-visits and semimonthly socializations.
- Ensure children receive all appropriate screenings and that referrals are made as necessary.
- Promote good nutrition and hygiene.
- Provide services to parents to support their role as parents including parenting skills and child development education as well as services to help families move toward self-sufficiency.
- Promote positive parent/child interactions with the understanding that the parent is the child’s primary teacher.
- Ensure children and parents are successfully transitioned from Early Head Start to Head Start or other community based programs.
- Plan, conduct and document semi-monthly socializations.
- Promote nurturing and responsive care during early childhood.
- Promote involving primary caregivers in the lives of the children.
- Work with administrative staff to coordinate agency and community services to ensure a comprehensive array of support for the family and to eliminate overlapping of resources.
- Ensure that the level of services provided to families is appropriate for their needs and circumstances.
- Participate in recruitment and promotion events (i.e. open house, county fair, community action, etc.).
- Distribute information including flyers, brochures and posters to local businesses (i.e. gas stations, laundry mats, public health, etc.).
- Maintain up-to-date documentation on each family in compliance with state, federal and grant requirements.
- Complete required documentation within pre-established timelines.

- Ensure family interactions (home visit reports) are complete and accurate.
- Record, assess and rate ongoing observations of each child's development.
- Develop individual learning plans with families.
- Complete monthly and quarterly reports as needed per grant guidelines.
- Manage site budget and ensure appropriate documentation of in-kind services and CACFP requirements are met.
- Provide interpretation and translation services to families as needed including but not limited to **(Bilingual positions only)**:
- Translate documents and letters.
- Assist with scheduling dental and medical appointments as needed.
- Provide education in the child's primary language as well as in English.
- Establish cooperative referral relationships with other agencies and continually be aware of available community resources.
- Develop connections with appropriate community and government resources by maintaining knowledge of other systems, making referrals, and identifying unmet needs (i.e. Lutheran Social Services, Salvation Army, energy assistance, county social services and public health, mental health services, etc.).
- Conduct monthly parent meetings and ensure parent representation on Policy Council.
- Handle emergency phone calls from families in need of resources and referrals.

Qualifications

- High school diploma or equivalent required.
- Home Visiting CDA; OR equivalent coursework leading to an Associate's or Bachelor's Degree in Early Childhood Education or closely related field required.
- One or more years' experience working with children and parents required, preferably in a home-based program.
- CPR/First Aid certified preferred.

Physical Requirements

- This position includes heavy work, lifting to 50 pounds, with frequent lifting/carrying of objects weighing up to 25 pounds.
- Able to tolerate a variety of odors, family living conditions, lifestyle choices, and other behaviors encountered during home visits.
- Apply manual dexterity, visual acuity and ability, for computer keyboarding, office equipment use, reviewing detailed reports, information, and fine print.
- Ability to work occasional nights and weekends to support families, staff and community events

This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.

I have read and understand this description of my position.

Employee Signature

Date