

# Job Vacancy Notice

## Early Head Start Home Visitor



### Job Details

**Position:** Home Visitor  
**Department:** Early Head Start  
**Salary:** \$19.92/Hour  
**Schedule:** M-F, 40 Hours/Week; Full Year  
**Benefits:** Community Action offers excellent benefits including generous paid time off (PTO), paid holidays (14), health, dental & life insurance, retirement, employee discount programs and more.

#### Background Checks:

CAPRW conducts criminal background checks at the time of hire. Some positions require additional fingerprint and photo verification. Not all backgrounds are a barrier to employment.

**Posting Dates:** 6/25/18-7/11/18

### To Apply

Complete our online application at:



Community Action  
[www.capr.org](http://www.capr.org)

OR

Visit our Facebook page at:



[www.facebook.com/capr](https://www.facebook.com/capr)  
and click on "Careers"

OR



Use your smart phone's QR Code reader app to scan this code and redirect to our site

### Our Location

Community Action  
Human Resources  
450 Syndicate St N, Suite 35  
St. Paul, MN 55104

EEO/AA/ADA Employer

### Our Mission

The mission of Community Action is to reduce poverty and its impact on people in Ramsey and Washington Counties.

**JOB SUMMARY:** Under the direction of the Early Head Start Supervisor, this position conducts home visits to enrolled and interested families. Responsibilities include developing and maintaining relationships, conducting strengths-based family and child assessments, identifying and connecting families to additional resources, screening and working with the children on developmental skills, and nurturing the development of a strong parent-child relationship to achieve identified goals.

#### Essential Functions (Not All Inclusive)

- Conduct weekly home visits to assigned caseload to foster prenatal care, positive parenting and family dynamics, health and wellness, child and home safety, child development, and self-sufficiency.
- Conduct child development, health, nutrition, oral health, mental health, and parenting assessments, activities and education.
- Complete developmental screenings and assessments with enrolled children and make referrals if a developmental delay is suspected.
- Coach participants in the process of developing and implementing family goals, recognize accomplishments and assist in identification of barriers to achieving goals and strategies to overcome these barriers.
- Refer participants to community resources and other agencies, and participate in joint home visiting with other agencies to assist in the coordination of services.
- Implement and/or coordinate strengths-based child and family assessments and assist with goal and priority setting.
- Develop, plan and conduct group socializations and events for families.
- Assist in outreach activities and recruitment, including enrollment forms.

#### Qualifications

- Home-based CDA credential or comparable credential, or equivalent coursework as part of an Associate's or Bachelor's degree and 2 years of experience working with children and/or families in diverse communities, or an equivalent combination of education and experience to successfully perform the essential functions of the job. Bachelor's Degree preferred.
- Experience working with families with a history of trauma, homelessness, domestic violence and/or involvement with the child protection system preferred.
- Familiar with principles and practices of maternal and child health, safety and nutrition, adult learning principles, family dynamics, and positive parenting skills.
- Valid driver's license and reliable transportation on a daily basis required.
- Must have the ability to relate to and communicate effectively with a variety of multi-ethnic and socio-economic groups and/or individuals, including non-English speaking families.
- Must be proficient with Microsoft Office Suite (Word) and Google calendar, mail and documents, and entering information in a complex database.
- Comfortable with utilizing mobile technology (Tablets, Mobile Applications, Texting).
- Experience working with parents and children ages 0 – 3 highly desirable.
- Experience working in a home visiting setting highly desirable.
- Experience with Head Start beneficial.
- Must be able to lift 40 pounds and physically capable of reacting to the demands of developing infants and toddlers and older children.