

## **SANTA CLARA COUNTY OFFICE OF EDUCATION**

**POSITION:** Substitute/Relief Home Visiting Specialist – Early Head Start

**HOURLY RATE:** \$24.38/hour

**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:** Under the direct supervision of Supervisor - Home Based Program – Early Head Start/Restricted, the Substitute/Relief Home Visiting Specialist – Early Head Start is responsible for providing child development and family support services to enhance the physical, social, emotional and intellectual development of participating children. The Substitute/Relief Home Visiting Specialist – Early Head Start promotes positive parent-child interactions and provides resources to parents in a home-based setting to support parents in their roles. The Substitute/Relief Home Visiting Specialist – Early Head Start assists with socialization sessions with groups of children and their families.

### **ESSENTIAL/TYPICAL DUTIES:**

Provides in-home parent and child educational experiences for parents and children to enhance the parents' ability to fill the role of primary nurturer for their child.

Conducts home visits with families as assigned.

Administers developmental screenings and assessments for each child and administers or facilitates completion of family strengths and needs assessments within required timelines.

Facilitates completion of health and nutrition screenings within required timelines; works with parents and the Health Services Coordinator to ensure that all immunizations and other medical and dental follow-up is complete.

Develops and implements the Individual Development Plan for each child, parent and family, within 45 days of enrollment.

Assists families in developing the Individual Family Development Plan (Family Partnership Agreements) to meet objectives related to the goals and strategies of children and families.

Assists with referrals to early intervention services, as appropriate.

Provides resources, information, and/or referrals for families in the following areas: mental health, child care, substance abuse treatment, education, employment training, income support, transportation, pregnancy, health needs, safety, nutrition and other topics requested by the family.

Completes observations, assessments and other Head Start/Early Head Start related paperwork.

Inputs data for program analysis to comply with Head Start/Early Head Start requirements.

Provides modeling, observations and activities that the parent can duplicate in the home that encourages developmentally appropriate activities for the changing needs of young children.

In partnership with parents, presents activities for parent/child interactions, which reflect both HS and EHS mandated elements in a culturally sensitive manner.

Assists families in developing an educational transition plan for children turning three.

Maintains accurate electronic and hard copy records, including health information, assessments, IEP/IFSP documentation, screening, anecdotal observations and other required forms; ensures all child/family data is entered into the appropriate electronic record system.

Communicates regularly with other SCCOE staff and acts as an advocate for HS/EHS.

Completes and submits accurate and timely reports.  
Maintains confidentiality.

**OTHER DUTIES:**

Performs related duties as assigned.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

Appropriate services provided by external agencies.  
Principles of early child development and infant and toddler education.  
Unique needs of children requiring special education services.  
Child abuse reporting requirements.  
Effective community relations techniques and principles.  
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.  
Health and safety regulations.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping techniques.  
Oral, written and public speaking skills.

**Ability to:**

Adhere to policies and objectives of assigned program and applicable state laws, Education Code and other pertinent rules, regulations and laws.  
Provide effective parent education in a home based setting.  
Communicate effectively with families, peers, consultants and coaches.  
Read, interpret and follow rules, regulations, policies and procedures.  
Exercise sound judgment, discretion and initiative.  
Maintain accurate records.  
Prepare clear and concise oral and written reports.  
Operate a computer and other office equipment.  
Communicate effectively, both orally and in writing.  
Establish and maintain effective relationships with those contacted in the course of work.

Possession of:

A valid California driver's License.

A vehicle to conduct work.

A driving record which meets the County Office of Education's insurance requirements.

EDUCATION, TRAINING AND EXPERIENCE:

Completion of at least 12 Early Childhood Education (ECE) units. One (1) year of experience working with children, families, community groups, and public agencies. Teaching experience preferred.

WORKING ENVIRONMENT: Must be able to drive personal vehicle to home visits, meetings and socialization groups.

Duties are performed in the child's home.

PHYSICAL DEMANDS: Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions.

Vision sufficient to read printed materials.

Hearing and speaking to exchange information.

Seeing to read, prepare and proofread documents and perform assigned duties.

Kneeling, pushing/pulling, squatting, twisting, turning, bending at the waist and reaching overhead, above the shoulders and horizontally as needed.

Dexterity of hands and fingers to operate equipment.

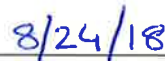
Sitting or standing for extended periods of time.

Lift up to twenty-five (25) pounds.

Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.



Anisha Munshi, Director – Human Resources



Date