

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: HOME VISITING SPECIALIST, LEAD - EARLY HEAD START - RESTRICTED

BASIC FUNCTION:

Under assigned supervision, the Home Visiting Specialist, Lead - Early Head Start - Restricted is responsible for providing intensive and comprehensive home visiting services to families and children to promote high-quality early learning experiences in the home to support the child's growth towards school readiness; promotes the parent's role as the child's teacher through experiences focused on the parent-child relationship and the family's home as a learning environment; plans and provides parent-child sessions with groups of children and their families. Guides, coaches, and organizes the work of individuals within the home visiting unit; performs specialized duties in one or more technical areas of the program.

DISTINGUISHING CHARACTERISTICS:

This class is designed to prepare incumbents for promotional opportunities into higher levels of employment. The incumbent is expected to consistently work independently with limited direction in carrying out assigned tasks. The incumbent must be able to quickly troubleshoot a variety of commonly occurring problems and calmly handle suddenly developing, complex problems and situations. The incumbent is also expected to make recommendations for improvement regarding day-to-day operations, and to assist in guiding, training, and organizing the work of others within the home visiting unit.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL/TYPICAL DUTIES:

Provides in-home instruction and group socialization experiences for parents and children to enhance the parents' ability to fill the role of primary nurturer for their child; performs specialized duties in one or more technical areas of the program; takes the lead with special initiatives, including the support of pregnant/expecting families.

Provides training, guidance, coaching and direction to new and existing program staff within the home visiting unit regarding required tasks and federal regulations; assists in the organization of work.

Conducts required number of home visits and group sessions with families in assigned caseload and makes up home visits and group session to ensure compliance with the Head Start Performance Standards.

Provides weekly home visits and bi-monthly parent-child group sessions for parents and children to enhance the parents' ability to fulfill their role as their child's primary teacher; provides individualized services to pregnant/expecting families.

Plans and provides quality early learning activities that the parent and child can do during the home visit and between visits; consistently ensuring that activities are developmentally appropriate for the changing needs of young children.

In partnership with the parent, co-plans home visit and group session activities and topics encouraging positive parent-child interactions and keeping parent in the “teacher” role.

Helps parents provide a safe and clean home environment for their child and family that allows for general hygiene practices to be learned and adopted.

Promotes and supports parent responsiveness to child cues during home visits and in group social sessions; allows parent-child interactions to continue uninterrupted.

Encourages parents to use a daily family routine as an opportunity for their child’s learning; encourages the use of materials and equipment to help the child learn how to think, reason, and solve problems.

Assists parent with learning methods to support parenting strengths and goals.; teaches parents about typical social behaviors at different stages of development; promotes parent’s use of positive strategies to support their child’s social emotional development.

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

Administers developmental and social-emotional screenings and ongoing assessments for each child as required and completes family strengths and needs assessments within required timelines.

Analyzes, interprets, and makes recommendations related to children’s records, lesson plans and other data for purpose of planning, evaluating, and improving services for children.

Develops and implements the Individual Development Plan (IDP) for each child based on the results of the ongoing assessment; meets established requirements regarding frequency and deadlines.

Assists families in developing the Individual Family Development Plan (Family Partnership Agreements) within required timelines; facilitates Family Plan activities with other organizations, agencies or individuals involved in providing services to the family.

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 are complete; serves as a role model for health, safety, and hygiene practices, providing first aid when necessary.

Coordinates with parents to ensure well-child exams, immunizations, health screenings and nutrition assessment are complete and necessary follow-up occurs.

Attends IFSP meetings and parent/teacher conferences including case management meetings, as necessary and as time permits.

Makes appropriate referrals for further evaluation to early intervention services, specialists, and/or child’s physician based on positive screenings, parent concerns, and results of ongoing going assessments.

Assists families in locating resources, scheduling appointments, and treatment/referral follow-up; provides support to families throughout the process, as appropriate.

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

Encourages parent participation in all program activities including parent-child group activities, the Policy Council, Health Services Advisory, and other Head Start committees as appropriate; promotes parent feedback including completion of the parent survey.

Performs data entry of child/family information into ChildPlus to support program monitoring, analysis and reporting to comply with Head Start/Early Head Start requirements.

Assists families in developing a transition plan for children turning three, including coordinating with Head Start or other preschool staff, and filling out and gathering required paperwork.

Collaborates with program content experts and consultants to ensure timely delivery of services and compliance with the Head Start Performance Standards.

Maintains accurate records, including screening, ongoing assessments, IEP/IFSP documentation, anecdotal observations, health and family services, referral follow-up and other required forms; completes and submits accurate and timely reports.

Communicates regularly with immediate Supervisor regarding caseload, schedule changes, concerns/issues with families and children, work timelines, and paperwork.

Maintains confidentiality.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of early child development and infant and toddler education including development screenings, ongoing assessment, and home visiting approach.

Unique needs of children requiring special education services.

Target community, resources, and relevant public and private agencies to refer families to appropriate services provided by external agencies.

Family service activities and Head Start/Early Head Start performance standards related to Home-Based Services.

Child abuse reporting requirements.

Policies and objectives of assigned program and activities.

Applicable State, Education Code and other pertinent rules, regulations, and laws.

Effective community relations techniques and principles.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.

Methods, attitudes, and learning principles required to facilitate and encourage student and parental participation in the total home-based education process.

Health assessment procedures.

Health and safety regulations.

Interpersonal skills using tact, patience, and courtesy.

Record-keeping techniques.
Oral, written, and public speaking skills.

ABILITY TO:

Provide guidance, training, and work oversight to home visiting staff.
Adhere to policies and objectives of assigned program and applicable state laws, Education Code and other pertinent rules, regulations, and laws.
Work independently, offsite in parent's home.
Provide effective parent education in a home-based setting.
Communicate effectively with supervisor, families, peers, and consultants.
Read, interpret, and follow rules, regulations, policies, and procedures.
Exercise sound judgment, discretion, and initiative.
Maintain accurate electronic and hard copy child/family 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.

EDUCATION AND EXPERIENCE:

An Associate's degree from an accredited college with major course work in Early Childhood Education, Child Development, Human Development, Education, or related field and three (3) years of experience working with children and families in a community or school setting or related service. Experience providing home visitation services for parents, infants, toddlers, and preschoolers and serving families with disabilities is preferred.

MAY REQUIRE: Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

LICENSES AND OTHER REQUIREMENTS:

Ability to complete three units of Infant/Toddler course work within one year after hire.
Valid California driver's license.
A driving record that meets the SCCOE's insurance requirements.

WORKING CONDITIONS:

ENVIRONMENT:

Must be able to drive personal vehicle to conduct home visits for assigned caseload, meetings and parent-child group sessions and activities.
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.

Approved by the Personnel Commission: October 13, 2021



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 10/13/21