

**Position Title:** EHS Home Visitor/Family Resources Coordinator

**Reports To:** EHS Coordinator/Family Support Team Coordinator

**Job Summary:** This position is responsible for planning and implementing a developmentally appropriate home-based program using an interdisciplinary, family-centered and culturally diverse approach. EHS Home Visitors provide home visits and facilitate socialization opportunities based on the Parents as Teachers Program Model and must meet all Early Head Start requirements. They work closely with the early intervention team and provide families with appropriate community resources.

**Essential Functions:**

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1. Family Training/EHS Home Visitor
  - Work in partnership with families and staff in planning and implementing an environment where infants and toddlers learn and can form positive attachments with parents and primary caregivers.
  - Develops Family Partnership Agreements as needed.
  - Coordinate evaluations, services and meetings in association with IFSPs meetings and Early Head Start program.
  - Model appropriate communication skills, guidance techniques and nurturing qualities.
  - Support parents in their primary role as caregivers both through weekly home visits and participation in bi-monthly group experiences.
  - Maintain, purchase and request equipment and supplies.
  - Participate in meetings and trainings as assigned.
  - Becomes PAT certified
  - Maintain client confidentiality.
2. Provides Family Resources Coordination
  - Completes initial, 6-month, and Annual IFSP in coordination with all team members
  - Assists with the coordination of the transition process
  - Completes and maintains WA Family Resources Coordination certification
  - Informs families of advocacy, support services, funding sources and community resources
  - Participates in community awareness events, as requested
3. Child Health Management
  - Develop and tracks a Health Plan for the infants and toddlers in partnership with the parents.
  - Provide resources and support to families to keep their children up-to-date on the EPDST schedule for health care.
4. Other duties as assigned.

**Other Functions:**

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1. Employee is dependable and takes initiative in job duties
2. Employee communicates effectively with co-workers and consumers
3. Employee attends to accuracy and thoroughness of paperwork
4. Employee knows the Agency Mission and is Mission oriented

**Required/Preferred Work Experience and/or Training:**

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- CPR/First Aid Certificate
- AA degree in Human Development or related field or two years of experience working with parents whose children have disabilities
- Working knowledge of MS Word and MS Office programs
- Must have Health Appraisal upon hire

**Required Knowledge, Skills and/or Abilities:**

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- Knowledge of typical and atypical child development processes
- Awareness of family economic and cultural issues as they relate to early intervention
- Prefer knowledge of Individuals with Disabilities Education Act
- Valid WA State driver’s license, reliable transportation and insurance
- Ability to work independently
- Ability to maintain confidentiality
- Ability to utilize effective problem solving and leadership skills
- Prefer knowledge of Individuals with Disabilities Education Act
- Prefer knowledge of the Individual Family Service Plan process

**Physical Demands:**

<b>General Physical Demands</b>	<b>Critical for Job</b>	<b>Strength</b>	<b>Critical for Job</b>
Climbing Stairs	Yes	Sitting ( <i>paperwork,meetings</i> )	Yes
Bending/Twisting at Waist	Yes	Standing	Yes
Kneeling/Squatting	Yes	Walking	Yes
Crouching	Yes	Driving ( <i>providing home visits</i> )	Yes
Reaching Above Shoulder	Yes	Lifting ( <i>40+ pounds</i> )	Yes
Repetitive Arm/Hand Motion	Yes	Carrying ( <i>40+ pounds</i> )	Yes
Handling/Grasping	Yes	Pushing/Pulling	Yes
Fine Finger Manipulation	Yes		
Talking – In Person	Yes		
Talking – On Phone	Yes		
Hearing	Yes		
Seeing	Yes		

Toxic Chemicals: Bleach is used to clean toys, etc. Must be able to tolerate exposure to chlorine bleach

Types of equipment/machinery or tools used on the job: vehicle to provide home visits, computer, telephone, copier, utensils and fabricated equipment.

Personal Protective Equipment required: gloves when cleaning up potentially hazardous or infectious materials; protective mask when performing CPR

I have reviewed this job description and feel I can perform the essential functions and physical demands with or without accommodation.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Director: \_\_\_\_\_ Date: \_\_\_\_\_