

WICAP JOB DESCRIPTION

WICAP Vision Statement: “*Building Relationships for Successful Futures*”

TITLE: Home Base Home Visitor

PROGRAM: Head Start/EHS

POSITION SUMMARY: Performs all job responsibilities in a safe manner. Must adhere to the Standards of Conduct which include that no child is left alone or unsupervised and follow reporting systems. Conducts weekly home visits with families that include all content areas, school readiness, parent engagement, and wellness. Plans and arranges for two socializations a month. Supports the parent’s role of being the primary educator of their child, and be a team player.

QUALIFICATIONS:

1. An associate or advanced degree with a minimum of 6 courses of study in ECE, or a Home Based CDA or equivalent certification.
2. Must have, or be willing to obtain within 18 months of hire, a credential or certification in social work, human services, family services, counseling, or in a related field.
3. One year of experience in social service and/or adult education.
4. Knowledgeable about community resources.
5. Must have or be willing to obtain Idaho Food Handlers Card.
6. Ability to maintain records on a computer system or willing to learn.
7. Good verbal and written communication skills.
8. Bilingual in English and Spanish is desirable, but not always required. The primary language in the workplace is English.
9. Valid Driver’s license and access to a privately owned vehicle with liability insurance for use in completing work responsibilities as needed.

** Documented on the job, WICAP education and/or experience may be used as an equivalent to some of the experience and qualifications needed.

OCCUPATIONAL QUALIFICATIONS:

1. Regular kneeling, stooping and bending.
2. Occasional lifting in excess of 50 lbs.
3. Driving for home visits sometimes in outlying areas.
4. Daily visual observations of participants.
5. Must have or be willing to obtain a Pediatric First Aid CPR/AED Infant, Child, and Adult certification within 60 days from the date of hire.
6. No prior convictions of child abuse/neglect. Criminal History background clearance.
7. External employees must complete and clear a Physical and TB screen upon conditional offer to hire.

8. Successful completion of a Driving License record that meets WICAP's insurance requirements.
9. External employees must complete and clear a Drug and Alcohol screening upon conditional offer to hire.

RESPONSIBILITIES:

1. Ensures that no child is left unattended.
2. Ensure safety is a priority in performing all job responsibilities. Attend safety training and ensure adherence to the safety policy.
3. Create and maintain respectful partnerships with families.
4. Implements program curriculums appropriately.
5. Supports families in school readiness for their child.
6. Schedules and organizes their time to meet all job expectations timely.
7. Follows requirements outlined in policies, regulations, and operational procedures.
8. Participate in the recruitment of participants.
9. Paperwork and reports are completed accurately and timely.
10. Model Respectful Workplace Policy when interacting with WICAP customers, community members, and colleagues.
11. Be responsible to ensure compliance with confidentiality policy and HIPPA regulations.
12. Perform other relevant responsibilities as required by the program and as outlined in position expectations.
13. Maintain current, valid driver's license and liability insurance at all times on any personal vehicle used to conduct WICAP business.
14. Participate in professional development, sometimes off-site, at the request and of the supervisor.
15. Assure that a positive image of WICAP is portrayed at all times.

POSITION INFORMATION:

Status is Non-Exempt
40 hrs per week
Full-Time
40-52 weeks per year

HOURLY WAGE:

Entry Rate is \$16.00 per hour