

POSITION DESCRIPTION

Revised 4/18

JOB TITLE: MIECHV Home Based Option
Data Management /Home Visitor

SALARY RANGE:

REPORTS DIRECTLY TO:
Home Visitor Supervisor

WORK STATION:

SUPERVISES:

GENERAL DESCRIPTION: Provides early childhood education and support services to families in a home based option. Supports the home base supervisor by providing data management services and reports required by Head Start Performance Standards and ACA MIECHV grant.

MIECHV Home Visitor/Data Management Job Description

Duties and Responsibilities

1. Monitor children's health status, including medical follow-up, physical health, dental health, mental health, and nutritional intake
2. Provide management, crisis intervention, and resource referral process
3. Act as liaison and advocate between community resources and Head Start families.
4. Transport families when appropriate to and from community resources or other activities
5. Complete documentation of home visits, socialization experiences, and other relevant activities
6. Maintain confidentiality of family records and information
7. Provide all data entry duties as required by HS Performance Standards and ACA MIECHV grant
8. Utilize program data to assist in making continuous improvements to the home based program
9. Provide information and required reports to Supervisor
10. Participate fully in supervision and training experiences
11. Understand responsibility of being a mandated reporter for Child Abuse and Neglect. Read and understand Child Abuse and Neglect Policy. Failure to follow reporting procedures, including incidents involving other staff members, may result in termination.
12. Participate in community events in order to recruit new families
13. Complete applications for families wishing to enroll into the MIECHV program.
14. Perform other duties as assigned

Qualifications

1. Minimum of an Associate's degree preferably in child development, education, social sciences or related field
2. At least one year of experience working with children and families in a human service setting
3. Obtain Family Development Credential within one year of employment
4. Attend training as available and pertains to position
5. Provide background screen, immunizations, and health examination as required by state licensing, Head Start Performance Standards and ACA MIECHV grant
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7. Capacity to problem solve, handle crises, and work with families and children of various cultures from low-income backgrounds
8. Approach to working with families that is empathic, nonjudgmental, respectful, and professional
9. Willingness to work primarily in the homes of families residing in high-risk communities
10. Flexibility with respect to time and days able to work as well as to work tasks
11. Active chauffeur's license

Additional requirements:

Possess personal qualifications: emotional maturity, willingness to cooperate with the standards of the program, respect for children and adults, flexibility, patience, good personal hygiene, and physical and mental health which does not interfere with responsibilities. Must have good verbal communication skills and visual ability to observe children. Ability to fulfill responsibilities under pressure, including during emergencies.

Working Conditions:

Risk of exposure to blood, body fluids, or tissues. Risk involved with travel on main highways, side streets and rural roads during the transportation of children. Risk of exposure to communicable diseases. Must be able to lift 55 pounds, many times a day, climb into the school bus, bend, kneel and squat frequently. Job requires standing for long periods of time, as well as stooping, squatting, running; and sitting in child sized chairs and/or on the floor.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position, including changes in location, classroom, caseload, and hours. The Executive Director may, at any time, for disciplinary purposes, the utilization of personnel, or for the general good of the program, reassign an employee from one position to another position.

I accept the duties and responsibilities as outlined in this position description. This position is exempt from the overtime provisions of the Fair Labor Standards Act.

Signature of Employee

Date

Signature of Supervisor/Mentor

Date of Orientation