

EARLY LEARNING COALITION OF PASCO AND HERNANDO COUNTIES, INC.

JOB DESCRIPTION: HOME INSTRUCTION FOR PARENTS OF PRESCHOOL YOUNGSTERS (HIPPY) HOME VISITOR

REPORTS TO: HIPPY COORDINATOR

STATUS: Non-Exempt



SALARY RANGE: \$10-\$12.00/hour

The Coalition is a fully tobacco-free environment, to include the interior and exterior of all premises and Coalition-owned vehicles.

The HIPPY Home Visitor is responsible for assisting with the delivery of a variety of services to children and parents in an effort to promote and support parent engagement, parent understanding of child development, parents as the first educators of their child, parent implementing lesson plans, parents to participate in group meetings, and parent education to support the development of school readiness skills.

RESPONSIBILITIES:

- Assist with the delivery of services to children and families in accordance with program requirements, rules and regulations;
- Ability to function as an effective team member with co-workers and the community to build productive, collaborative relationships and to achieve program goals and objectives;
- Perform tasks involving data collection along with ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes;
- Implement and assist with the recruitment and enrollment process of children and families in order to maintain full program enrollment and ensure that program attendance procedures are followed;
- Model and provide experiences to families to support school readiness skills and promote effective strengths-based parent education, including methods to support parents as their child's first teachers;
- Prepare developmentally appropriate lesson plans and demonstrate lessons with families for weekly home visits that promote parents' abilities to support the child's cognitive, social, emotional, and physical development;
- Participate in planning and implementation of program activities and functions;
- Participate in case management and the intervention, referral and evaluation process;
- Delivers/role models the curriculum as required by the program with the parent and leaves the parent with the new weekly materials and a reminder of any upcoming parent meetings or community events. The parent is then left with a packet containing five (5) days' worth of activities to do with her or his child during the week.
- A minimum of six (6) group meetings annually for approximately two (2) hours each meeting provides an opportunity for parents to meet each other, share and learn from each other's experiences, and receive additional support;

- Maintain and promptly submit complete and accurate records as required by program guidelines, school district policy, and administrative regulations while maintaining confidentiality, including providing current work schedules to appropriate administrators;
- Maintain individual records on children including screenings, assessments, referrals, progress reports, documentation of home visitation activities, etc.
- Perform other duties as assigned.

REQUIREMENTS:

- High School Diploma required, Associates Degree in Early Childhood Education/Child Development or related field preferred
- Certification or proof of completion of American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) course for infants and toddlers. This certification must be current and maintained as a condition of continued employment.
- Previous training and/or experience working with infants, toddlers, and/or prekindergarten children;
- Must be available to work a flexible schedule;
- Occasional out-of-town travel and overnight stays may be required;
- Professional appearance and presentation;
- Bilingual preferred, but not a requirement;
- Ability to bend, lift and carry up to 25 pounds;
- Must have a valid Florida driver’s license, proof of insurance and reliable transportation.

I, _____, have read the requirements as listed above.
I understand and accept the duties and responsibilities as described.

Employee Signature

Date

Employer Signature

Date

Date Approved: Executive Committee on 9/19/2018
Revised: October 8, 2019