

Home Visitor/Mentor

Program:	Home Visiting
Reports To:	Home Visiting Supervisor
Location:	Early Head Start/Admin Site
FLSA Status:	Non-Exempt
Position Status:	Regular / Full Time

Position Summary

The Home Visitor/Mentor provides day-to-day oversight to Home Visitors while still maintaining a partial caseload. During home visits, the Home Visitor/ Mentor conducts routine family home visits and facilitates positive relationships between parent and child by providing high-quality early childhood educational activities, parenting education, health, mental wellness, nutrition, and family support services.

Essential Functions

- In collaboration with the HV Support Team including Home Visiting Supervisor, Coach and department Coordinators, provide new Home Visitors with onboarding, training, modeling, and mentoring to ensure the delivery of responsive services in line with the Early Head Start (EHS) performance standards and curricula.
- Support continued Home Visitor development, training and modeling in ongoing service delivery, as well as the implementation and training on program adaptations and updates team wide.
- Support team with coverage of visits and projects. In collaboration with the HV Support Team, support the identification of program needs, develop capacity building projects and bring them to fruition.
- Facilitate the growth in relationship between the parent and child to develop a strong social/emotional foundation and positive attachment.
- Support families' learning about early childhood learning and physical, emotional, and intellectual development of their child, and support parents as they plan activities and identify goals. Provide community resources as appropriate.
- Complete initial and ongoing child screenings and assessments to meet requirements as well as tailor curricula, select relevant health education, set child goals and screen for potential developmental delays. Discuss any identified concerns with parents, Home Visiting Supervisor, relevant members of the HV Support Team and/or Early Intervention providers or DLEC consultants.
- Complete initial and ongoing family screenings and assessments to meet requirements as well as select appropriate community resources, set family goals and screen for emergent family needs. Discuss any identified concerns with parents, Home Visiting Supervisor, relevant members of the HV Support Team and/or Early Intervention providers or DLEC consultants.
- In partnership with families and HV Support Team, use screenings, assessments, curricula, and input to provide families with prenatal and early childhood education, in connection to consultants and community resources when appropriate.
- Utilize each family's home as a learning environment: identify materials and space in the home which can be used to create toys and games to develop intentional learning opportunities, involving the entire family when possible.
- Support and encourage families to promote development of home language, culture and child's sense of self.
- Maintain updated files and documentation on individual children and families following program requirements and maintain tracking, documentation and confidentiality according to program standards.



- Promote, develop, and facilitate group socialization events. Promote parent involvement with Policy Council and other governance committees. Support family social engagement including parent meeting nights, Play & Learn groups, family story time at the library and other community activities.
- Stay up to date with agency's communications, policies, procedures, and community engagement.

Additional Responsibilities

- Participate in monthly health file review with health consultant, nutritionist, mental health consultant and HV management team and follow up on interventions identified in team meetings.
- Attend Individual Family Service Plan (IFSP) meetings as a member of the Special Services team. Develop activities with input and support from the Special Services team.
- Assist in the recruitment of families by conducting outreach with an emphasis on underserved linguistically isolated communities.
- Attend local seminars/meetings in order to maintain awareness of community services and referral processes.
- Maintain a professional level of confidentiality with regards to children, families, and staff.
- Support in special projects as assigned by HV Support Team.
- Support coverage in home visits as needed.

Note: The job duties listed here are not intended to be an exhaustive list. Incumbent may be required to perform other duties in order to meet the needs of DLEC.

Skills, Competencies, and Experience

- Home Visitor CDA, Associate's or Bachelor's is required, with a focus on Child Development, Early Childhood Education or related field.
- Two years of professional experience working with children and families, or one year as a DLEC Home Visitor.
- Experience providing supervision or guidance of others in a professional setting.
- Knowledge of child development and appreciation of the family's social, economic, and cultural background.
- Ability to build and maintain a collaborative partnership with parents based on mutual trust.
- Computer proficiency required, including familiarity with data entry.
- Fluent in English (writing and speaking). Bilingual in Amharic, Tigrinya, Cantonese, or Spanish preferred.
- Valid Washington State Driver's License and daily access to a personal, legally licensed vehicle with proof of current automobile insurance or other reliable source of transportation.

Physical Demands and Working Conditions

While performing the duties of this job, the home visitor/mentor coach regularly required to kneel, bend, crouch, and sit on the floor for prolonged periods. Must also be able to walk, stand, balance, speak clearly, and hear. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee is regularly required to use fingers, hands, and arms. Frequent local travel to client homes is required.

The physical demands described here must be met by an employee to successfully perform the essential functions of this job. The working conditions are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.