



Serving Menominee, Delta, and Schoolcraft Counties
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Julie Moberg
Executive Director

Myra Smeester
Early Childhood Director

From: Sharon Reisner, Administrative Assistant
Date: October 30, 2018
Subject: Job Opening

The Menominee-Delta-Schoolcraft Community Action Agency, Early Childhood Program, will have the following job opening:

EARLY HEAD START HOME VISITOR, Delta County, full time 40 hours/week. Starting wage - \$14.11 - \$16.36/hour depending on education. **Education/Credentials:** A Bachelor’s degree in early childhood or social work and/or an Infant/Toddler Home Visitor CDA is preferred. **Experience:** A minimum of two years of experience providing child development and support services to families of young children, and/or pregnant women in a home setting is required. Experience working with children with developmental delays and/or physical or health impairments preferred.

If qualified please send your resume and a copy of your transcripts to: ANG Reisner, 111 North Fifth Street, Escanaba, Michigan 49829 Resumes must be received no later than noon on Monday, November 12, 2018.

Menominee Delta Schoolcraft Community Action Agency is an affirmative-action, equal-opportunity employer. MDS Community Action Agency programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY
Job Description

Program: Early Childhood
Job Title: Early On Home Visitor
Job Location: As assigned
Job Classification: Regular, Hourly, Part-time / Community Contract Position
Reports to: ECP Program Director
Supervises: No supervisory duties

QUALIFICATIONS

Experience: A minimum of two years of experience providing child development and support services to families of young children, and/or pregnant women in a home setting is required. Experience working with children with developmental delays and/or physical or health impairments preferred.

Education/Credentials: A bachelor’s degree in early childhood or social work and/or an Infant/Toddler Home Visitor CDA is preferred.

Other Factors: A standard 8 hour work day requires the ability to: **1]** primarily perform medium work—lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds; **2]** stand/walk for 1-4 hours; **3]** sit 5-10 hours; **4]** drive 1-3 hours; **5]** use hands for repetitive simple grasping, fine manipulation, pushing and pulling; **6]** use feet for repetitive movement as in operation of foot controls (driving); **7]** frequently bend, squat, twist body; and **8]** occasionally climb.

Must have reliable transportation and a valid driver’s license with no more than six points.

Must be available for flexible work hours to include days, evenings and/or weekends.

Must abide by state requirements for MI Child Care Licensing to include health requirements, Central Registry clearance and criminal history checks.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

MISSION STATEMENT

To prepare young children, prenatal to age five, for school readiness through high quality early education services and family engagement.

ESSENTIAL FUNCTIONS

1. Provide opportunities which increase parent understanding of child development and encourage the growth of positive parent-child relationships and parenting skills.
2. Work in partnership with parents to identify, implement and monitor progress towards individualized goals that address parent, child and family needs.
3. Provide referral assistance and guidance to families in crisis.
4. Advocate on behalf of children and families by identifying resources to address the needs of families to assure cooperation and information sharing.
5. Support parents in the development of advocacy skills.
6. Process referrals as they are received or assigned.
7. Serve as Early On Service Coordinator for each child as assigned.
8. Facilitate a successful transition of children and families exiting the program.
9. Demonstrate respect for others by sharing information objectively and non-judgmentally and adjust verbal and written communication strategies for different audiences.
10. Maintain staff and family confidentiality by limiting conversations about them and access to their records to those directly involved in providing services to them and by ensuring that confidentiality policies are followed across the program.
11. Promote a collaborative, productive working environment by following established communication protocols, clearly articulating expectations, outcomes, and timelines, and using conflict resolution and negotiation skills when needed.
12. Development and implementation of ongoing professional development goals as approved and/or assigned.
13. Develop and maintain competency in the use of a variety of technology systems as directed by supervisor.
14. Complete all documentation and reporting requirements in an accurate and timely manner.
15. Abide by all CAA/Early Childhood Personnel Policies.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. Nothing in this job description restricts Management's rights to assign or reassign duties and responsibilities to this job at any time.