

North Coast Opportunities, Inc.
413 North State Street, Ukiah, CA 95482

JOB DESCRIPTION

POSITION:	Home-Based Educator I – III, HS IT
PROGRAM:	Head Start Child Development Program
REPORTS TO:	Site Supervisor
SUPERVISORY RESPONSIBILITY:	No
FLSA/IWC STATUS:	Non-exempt

I. GENERAL DUTIES AND RESPONSIBILITIES

Responsible for presenting all Head Start components in a home environment, with the assistance of the parents. Reinforces the parent's role as the prime educator of their child(ren) and assists parents in becoming more self-sufficient.

II. JOB DUTIES AND RESPONSIBILITIES

1. Responsible for the health and safety of children, while under our care at the site.
2. Participates in regular reflective supervision sessions and self-assessment to promote ongoing professional development.
3. Responsible for ensuring compliance in the following areas: prenatal, child health, mental health, disabilities, nutrition, family and community partnerships and education.
4. Visits each home-based family in their homes weekly for 1½ hours. Individualizes home visits according to family strengths, needs and interests.
5. Provides information, curriculum, health and social services, etc.
6. Works primarily with parents; at times with children; fostering the belief in parents that they are their child's best teacher.
7. Assists parents in developing ways of using home experiences as teaching tools.
8. Administers a developmental screening tool to each child and facilitates ongoing assessment of child.
9. Acts as a liaison between community resources and Head Start Infant Toddler (HS IT) family.
10. Provides home-based children and parents with group socializations twice monthly.
11. Completes thorough paperwork and meets established timelines.
12. Conducts ongoing recruitment; maintains a caseload and active waiting list.
13. Participates in case management conferences for HS IT children and families.
14. Confers with the family and develops strategies to meet their needs using program and/or community resources, giving due consideration to the family structure and ethnic/cultural diversity in the home.
15. Recognizes the signs of early disability conditions (exceptional needs), participates in the Special Education procedures of the program and implements special goals and objectives for each special needs child under the supervision of the education, disabilities, mental health manager and other staff.
16. Assists and mobilizes parents in the role of volunteer aides for group socialization or classroom and organization of local parent committees and urges parent participation in other program activities.
17. Makes appropriate referrals and follows up on the referrals.
18. Assists families in completing family partnerships paperwork.
19. Provides parenting education, individually or in a group setting.
20. Responsible for insuring that all available In-Kind is generated, collected and documented.
21. Completes monthly records and tracking systems.
22. Maintains confidentiality at all times.
23. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
24. Attends meetings, trainings and conferences as necessary.
25. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
26. Work Habits:
 - Arrives to work on time and obtains approval from supervisor for any changes in work schedule or absences.
 - Is able to stay focused on the job.

- Takes pride in creating a positive, efficient work environment.
 - Treats co-workers and clients with respect.
 - Represents NCO and its programs to the community in a positive light.
 - Is able to positively adapt to change.
 - Dresses appropriately for the job.
27. Other duties as assigned.

III. JOB QUALIFICATIONS

Home-Based Educator I

1. A minimum of either a home-based Child Development Associate (CDA) credential or an Associate Teacher Permit is required.
2. Must complete 3 core units in Early Childhood Education (ECE) within 24 months of hire.
3. Prior experience working with low income families preferred.

Home-Based Educator II

1. An Associate's degree in Child Development or a related field is required.
2. Must have completed 6 units in Early Childhood Development.
3. Must complete 6 core ECE units within 24 months of hire date.
4. Prior experience working with low income families preferred.

Home Based Educator III

1. A Bachelor's degree in Child Development or a related field is required
2. Must have completed 6 units in Early Childhood Development.
3. Prior experience working with low income families preferred.

Home-Based Educator I - III

1. Knowledge and experience in child development and early childhood education; the principles of prenatal and child health, safety and nutrition; adult learning principles; and family dynamics.
2. Ability to motivate, and engage and work effectively with parents and other adults as well as with children from a variety of socio-economic backgrounds.
3. Able to maintain professional relationships with families.
4. Demonstrated skills in written and oral English communication.
5. Ability to provide leadership and stability for program continuity.
6. Ability to prepare, track and maintain records, reports and meet designated timelines.
7. Ability to develop & implement effective weekly and monthly educational activities
8. Ability to attend conferences and in-service training throughout the year.
9. Knowledge of community resources and ability to make appropriate referrals and document follow up.
10. Ability to work independently. Maintain good communication and working relationships with other staff.
11. Ability to facilitate and guide local parent group.
12. Bilingual, Spanish/English preferred.
13. Ability to work flexible hours for weekend or evening activities as needed.
14. For work-related driving, employee must have: a current, valid California driver's license, a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV print out: and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
15. Pre-employment and periodic health screenings and TB tests are required, the results of which must be within acceptable ranges to attain and maintain employment.
16. Must comply with regulatory immunization requirements.
17. Must complete a Criminal Record Clearance prior to employment to confirm eligibility to work in a licensed child care facility.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, communicate clearly, and supervise staff.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is occasionally required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.

4. The employee may frequently lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.
9. The environment can be noisy and includes the comings and goings of small children and their families.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Program:	Head Start
Position:	Home Based Educator HS IT, I-IV in Ukiah
Rate of Pay:	\$ 14.36-\$21.39/hour (Depending on Qualifications)
Hours:	40 hours per week, 12 months/year
Benefits:	Paid holidays, vacation and sick leave. Employee Assistance Program (all members of household are covered). Discounted membership in Reach/CalStar is available with payroll deduction. Medical, Dental Vision & life insurance coverages available within 60 days of hire (Must work 30 hrs/wk or more for insurance coverages). Eligible to participate in 401(k) retirement plan within 90 days of hire, and for matching program upon qualifying.
To Apply:	Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at www.ncoinc.org/about-us/jobs/ , by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah. For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.
Application Closing Date:	Closes: 9/18/17
Submitting an Application:	Applications accepted only at the NCO main office. Postmarks are not accepted. By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482 By FAX: 707.467.3213 By Email: HumanResources@ncoinc.org
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. Is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	