

**NCO, Inc.**  
**413 North State Street, Ukiah, CA 95482**

**JOB DESCRIPTION**

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|-------------|---------------------------------------------|-----------------------------------------------|
| <b>I.</b>   | <b>POSITION TITLE:</b>                      | <b>Home Base Educator, Trainee-III, HS IT</b> |
| <b>II.</b>  | <b>PROGRAM:</b>                             | Head Start Child Development Program          |
| <b>III.</b> | <b>REPORTS TO:</b>                          | Site Supervisor                               |
| <b>IV.</b>  | <b>SUPERVISORY RESPONSIBILITY:</b>          | No                                            |
| <b>V.</b>   | <b>FLSA / IWC STATUS:</b>                   | Non Exempt                                    |
| <b>VI.</b>  | <b>GENERAL DUTIES AND RESPONSIBILITIES:</b> |                                               |

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 children and assists parents in becoming more self sufficient.

**VII. 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 1 ½ 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 specials 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. Attends meetings, trainings and conferences as necessary.
24. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
25. Work Habits:
  - Is on time and obtains approval from supervisor for any changes in work schedule or absences.

- Able to stay focused on the job.
  - Takes pride in creating a positive, cooperative work environment.
  - Treats co-workers and clients with respect.
  - Represents NCO and its program to the community in a positive light.
  - Dresses appropriately for the job.
26. Other duties as assigned.

**Bilingual Home Base Educator:**

1. Communicates with families in their native language. Serves as interpreter for those families who do not speak English. Translates written materials from English to the families native language and, when necessary, from the family's native language to English.

**VIII. JOB QUALIFICATIONS:**

**Home Base Educator, Trainee**

1. Must be willing to complete 6 core units of Early Childhood Education within 24 months of hire. [Note: Core units include Child Growth and Development; Child, Family and Community & Early Childhood curriculum classes.]

**Home Base Educator, Associate**

1. Must have 6 units in Human Development/Human Services or related field plus 3 units in Early Childhood Education.
2. Must be willing to complete 3 core units of Early Childhood Education within 24 months of hire.

**Home Base Educator, I**

1. AA Degree in Human Development or related field required.
2. Must have 6 units in Early Childhood Development and be willing to complete 6 core ECE units within 24 months of hire.
3. Must have two years experience working with low-income families.
4. Must have experience facilitating groups.

**Home Base Educator, II**

1. Must meet requirements for FRS I.
2. Successful mastery of the FRS I responsibilities or related experience.
3. Must have additional education (12 units) above an AA degree in a related field. (Attendance at workshops, conferences and training outside of Head start trainings may be substituted at the rate of 15 hours per 1 unit to a maximum of 6 units.)
4. Must complete 6 units from the core Early Childhood Education within 24 months of hire.
5. Must have 3 years experience working with low income families.

**Home Base Educator, III**

1. Successful mastery of the FRS I responsibilities or related experience.
2. B.A. Degree in social services, human development, nursing or related field including 6 units of Early Childhood Education, or RN license with experience in maternal or child health.
3. Must complete 6 units from the core ECE within 24 months of hire.

**Home Base Educator, Trainee - 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 work and relate well with parents and other adults as well as with children. Maintain professional relationships w/ with families, demonstrated skills in written and oral English communication and motivating people.
3. Ability to provide leadership and stability for program continuity.
4. Ability to prepare, track and maintain records, reports and meet designated timelines.
5. Ability to develop & implement effective weekly and monthly educational activities
6. Ability to attend conferences and in-service training throughout the year.
7. Knowledge of community resources and ability to make appropriate referrals and document follow up.

8. Ability to work independently. Maintain good communication and working relationships with other staff.
9. Ability to facilitate and guide local parent group.
10. Bilingual, Spanish/English preferred.
11. Ability to work flexible hours for weekend or evening activities as needed.
12. Because driving is required to perform many of the functions of this job, 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 printout; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
13. Pre-employment and periodic health screenings and T.B. tests are required, the results of which must be within acceptable ranges to attain and maintain employment. Must complete a Criminal Record Clearance prior to employment to confirm eligibility to work in a licensed child care facility. Any criminal conviction thereafter must be reported to DSS, Community Care Licensing within 48 hours.

### **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.*

<b>Program:</b>	<b>Head Start</b>
<b>Position:</b>	<b>Substitute Home Base Educator</b>
Rate of Pay:	\$ 10.94 - \$ 16.44/hr (Depending on Qualifications )
Hours:	Varies
Benefits:	sick leave.
To Apply:	Complete and return an NCO employment application by the closing date. Applications are available on the NCO website at <a href="http://www.ncoinc.org/about-us/jobs/">www.ncoinc.org/about-us/jobs/</a> , by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah. <b><i>For positions requiring ECE or CDV units: please attach transcript copies to your application.</i></b>
Application Closing Date:	Continuous
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: SBrown@ncoinc.org
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer. Minority, disabled, and older individuals are encouraged to apply.	
For Head Start Child Development Program positions please see the <b>NOTICE</b> included with the Employment Application regarding Department of Justice clearance requirements.	