



For a Brighter Future.
JOB VACANCY

POSITION: Early Head Start Home Visitor – Allen County

LOCATION: Main Office

HOURS: 7:30am – 5:30pm, Mon–Thurs and 7:30am –11:30am, Fri (As arranged)
(Additional hours as required, including some evenings and weekends)

STARTING SALARY RANGE: \$25,293 to \$29,453

JOB DUTIES

Responsible for helping the parent(s) in their home weekly to improve their parenting skills and assisting them in the use of the home as the child’s primary learning environment. The Home Visitor will work with the parent(s) to provide learning opportunities that enhance their child’s growth and development. The Home Visitor will serve as a role model in the home environment, provide a balanced curriculum for monthly socialization groups and evaluate the child’s individual progress. The Home Visitor will work with pregnant women in their home to assist them in preparing for the birth of their child.

SKILLS AND QUALIFICATIONS

1. Must possess an Associate Degree in Early Childhood Education, Social Service, or related field
 2. Must have experience working with young children. Experience in home visiting preferred.
 3. Must have good working knowledge of Word and Excel and be able to work in an online database.
 4. Strong oral (speaking and listening) and written communication skills.
 5. Understand and accept social, cultural, and economic background of children and families.
 6. Must be willing to work some flexible hours including evenings and weekends when requested.
 7. Ability to work outside the office with minimal supervision.
 8. Must have a valid Indiana driver’s license and access to own transportation. Must maintain minimums of \$100,000/\$300,000 on auto insurance.
 9. Must be willing to acquire Home Visitor’s CDA and certification in CPR and First Aid.
-

DATES FOR INTERNAL POSTING FROM: December 4, 2018 to December 15, 2018

DATES FOR EXTERNAL FROM: December 4, 2018 to December 15, 2018

APPROXIMATE DATE FOR POSITION TO BEGIN: January 2, 2019

FOR FURTHER INFORMATION, CONTACT HR DEPT., EXT. 206. OR EXT. 213

APPLICATIONS ACCEPTED: 227 E Washington.

8:00 a.m.-5:00 p.m., Monday – Thursday and 8:00 a.m. – 11:00 a.m., Friday or via Internet at www.mybrightpoint.org

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.