JOB VACANCY

POSITION: Early Head Start Home Visitor
LOCATION: Allen Co and DeKalb Co
HOURS: 7:30 a.m. – 5:30 p.m., Monday - Thursday and 7:30 a.m. – 11:30 a.m., Friday (As arranged)
Additional hours as required, including some evenings and weekends.
STARTING SALARY RANGE: 14.10 – 17.00

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: October 6, 2021 – until filled
TENTATIVE DATES FOR EXTERNAL POSTING: FROM: October 6, 2021 – until filled
APPROXIMATE DATE FOR POSITION TO BEGIN: immediately

FOR FURTHER INFORMATION, CONTACT HUMAN RESOURCES, EXT. 206. OR EXT. 213
APPLICATIONS ACCEPTED: 227 E Washington.
9:00 a.m.-3:00 p.m., Monday – Thursday and 9:00 a.m. – 11:00 a.m., Friday or via Internet at www.mybrightpoint.org

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