

POSITION: Early Head Start Home Visitor
LOCATION: Brightpoint Head Start
HOURS: full-time school year positions available
SALARY RANGE: up to \$23.00/hour

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.

1. Work with parent(s) and pregnant women to provide a safe and secure environment in which children can be curious, active and encouraged toward self-discipline, self-motivation and self-actualization. Assist parents to develop and work toward child development goals.
2. Screen infant/toddler using Ages and Stages Questionnaire screening tool within 45 days of enrollment.
3. Assist families in obtaining a medical and dental home and to maintain an up to date schedule of EPSDT health recommendations.
4. Complete family self-sufficiency screen and assist families to develop goals to move toward self-sufficiency.
5. Develop a warm, caring relationship with each child and parent in his or her group that is based on mutual respect and serves as a model to the child for his/her relationship with others.
6. Complete an ongoing child development assessment with parent(s) to assess child's development and works with them to plan and implement developmentally sequential activities in which each child can experience success and build confidence in his or her own abilities and worth.
7. Implement Brightpoint Values at all times.

SKILLS AND QUALIFICATIONS:

1. Must possess minimum of an Associate Degree in Education, Social Services or related field.
2. Work experience in Early Childhood Education and/or home visiting preferred.
3. Strong oral (speaking and listening) and written communication skills.
4. Must have good knowledge of Word and Excel and be able to work in an online database.
5. Ability to work outside the office with minimal supervision.
6. Ability to maintain the confidentiality of communications and records.
7. Must obtain the Home Visitors CDA within 12 months of hire.
8. Must become certified in First Aid and CPR within twelve (12) months of employment.
9. Ability to relate well with staff, visitors, and clients, including individuals from a variety of socio-economic backgrounds, particularly low income.
10. Must be willing to work some flexible hours, including evenings, when requested.
11. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.

FOR FURTHER INFORMATION, CONTACT HUMAN RESOURCES DEPARTMENT, EXT. 206 OR 213
Applications accepted at 227 E. WASHINGTON BLVD, FORT WAYNE, IN
8:00 A.M. – 5:00 P.M., MONDAY – THURSDAY, OR 8:00 A.M. – 11:00 A.M., FRIDAY
OR VIA THE INTERNET AT mybrightpoint.org