



Martha's Vineyard Community Services, Inc.
Early Head Start Home Visitor
Job Description

Job Summary: To work collaboratively with the Head Start team to provide all elements of the Early Head Start program to enrolled families.

Essential Functions:

1. Provide weekly home visits to all assigned families using a personal vehicle.
2. Develop individualized curriculum based on the needs of the child and family, utilizing the *Head Start Early Learning Outcomes Framework* and the *Growing Great Kids Curriculum*.
3. Document all activities on a daily basis in the *ChildPlus* data system, including visit plans, visit reports, family partnerships and any additional services provided.
4. Document children's play and learning throughout the year, recording observations and measurements in the *Desired Results Developmental Profile*.
5. Foster trusting relationships, encouraging parents as partners.
6. Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the program.
7. Coordinate services for families including health screenings, social services and educational programming.

8. Participate in team/transition meetings with the Kennedy-Donovan Center and the Martha's Vineyard Public Schools when appropriate.
9. Participate in all Head Start programming as needed, including Socializations, Field Trips, Parent Education and Community Events.
10. Attend weekly staff meetings and complete 15 hours of professional development per year.
11. Collaborate with the Head Start team to build community partnerships, recruit families and identify accessible resources.

12. Qualifications:

- ❖ Hold a minimum of a home-based CDA or a comparable credential, or equivalent coursework as part of an Associate's or Bachelor's Degree, or demonstrate a commitment to professional development in order to achieve the credential
- ❖ Demonstrate competency to plan and implement home-based learning experiences that ensure effective implementation of our evidence-based curriculum
- ❖ Ability to partner with parents to promote growth for all children, including those with disabilities and Dual Language Learners
- ❖ Strong written and interpersonal communication skills
- ❖ Ability to foster a collaborative, team-oriented work environment
- ❖ Enthusiastic, warm and energetic
- ❖ Access to reliable transportation

This position is eligible for a remote or hybrid work arrangement according to agency policy. All Home Visitors will develop a Remote/Hybrid Work Agreement with the Program Coordinator, which will be reviewed and updated every 3 months.

This statement contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically requires, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

