

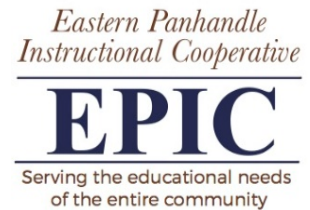
## **Notice of Job Vacancy #21-125**

Posting Date: April 1, 2021

Position: Early Head Start Home Visitor 2 in Berkeley County

Employment Term: Full-Time / 240 days per fiscal year

Salary: Based upon the EPIC Professional Salary Schedule



### Qualifications:

1. BA in Early Childhood or related field.
2. Prefer at least two years of prior work experience with infants and/or toddlers and their families.
3. Current driver's license and reliable automobile transportation.
4. Demonstrated verbal and writing abilities.
5. Preference will be given to bilingual / multilingual applicants.

### Essential Duties:

1. Provide comprehensive services to 9-12 Early Head Start families in the areas of Child and Family Services as outlined in the Head Start Performance Standards.
2. Assure completion of all program requirements.
3. Be familiar with and follow Head Start Performance Standards and program policies.
4. Jointly plan the Early Head Start socialization using a variety of strategies to help children and families experience success.
5. Facilitate appropriate language and communication with children and their families.
6. Create learning environments, on home visits and in socializations, which will assist parents in facilitating their children's social, emotional, intellectual, and physical development.
7. Assure the Early Head Start socialization space is safe, sanitary, and in compliance with all state childcare and Head Start Performance Standards.
8. Guide and coach parents in developing activities, which are sensitive to child/family goals.
9. Assist parents in accessing resources to increase knowledge, understanding skills, and experience in child growth and development.
10. Assess children's learning and development.
11. Make weekly home visits totaling 46 per year providing both education and support to each family; home visits last 1 ½ hours. Home visits may need to be scheduled in evening or weekends to accommodate family schedule.
12. Provide 2 socialization experiences per month at the center to total 22 per year.
13. Promote collaborations with other agencies.
14. Follow Early Head Start procedure for referring and tracking children with special needs.
15. Participate in IFSP meetings when possible and follow through with individual intervention plans.
16. Develop individual and transition plans for children.
17. Attend regularly scheduled staff meetings, area meetings, and professional development sessions.
18. Support diversity in classroom and workplace, as well as, cultural traditions of families during home based services.
19. Provide direct, short-term crisis intervention.
20. Assist families in the Family Partnership Agreement process, which includes identification of family strengths, goals, and resources to meet their needs.
21. Assist in planning and facilitating parent meetings and trainings.
22. Participate in and lead emergency safety drills as required.
23. Provide peer coaching.
24. Mentor newly hired home visitor staff.
25. Participate (assess needs) in developing in service training.
26. Develop and produce literacy kits, including DLL materials as appropriate.

Additional General Requirements:

1. Demonstrate verbal and written competency in the English language.
2. Adhere to Head Start Performance Standards, EPIC and Early Head Start/Head Start/Pre-K Policy and Procedures, the NAEYC Code of Ethics and childcare regulations.
3. Participate in meetings, professional development, and continuing education programs as required or suggested by Early Head Start/Head Start/Pre-K and sponsoring organizations.
4. Prepare and submit written reports as required.
5. Comply with all WVDE requirements; drug free, TB free, etc.
6. Attend evening meetings and perform overnight travel as required.
7. Agency approval of Criminal Investigations Bureau records.
8. Maintain CPR and First Aid Certification
9. Maintain Food Handler's Certification if required by county
10. Demonstrate sensitivity to cultural diversity

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position may require strenuous activity including but not limited to frequent and/or repeated standing, bending, kneeling, lifting, holding, etc.

- 1) to assure the well-being and safety of children ranging from approximately 25 to 80 (plus or minus) pounds
- 2) to carry supplies into homes, office, etc.
- 3) to climb stairs
- 4) to fulfill other reasonable duties and responsibilities as required by the supervisor.

Work Environment:

- The selected candidate must transport him/herself by personal vehicle from one work site to another on a regular basis.
- The selected candidate may be required to perform virtual visits as directed by the supervisor and/or program needs.
- Home visits are performed year-round, so the selected candidate may need to travel and work in inclement weather.
- Designated work sites may include locations not owned or operated by EPIC including outdoor venues, public facilities, school buildings and/or private residences.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties may be assigned by the Head Start Director, EPIC Administrator and/or their designee.

Reports To: County Manager; Early Head Start/Head Start/Pre-K Director; EPIC Administrator

Conditions of Employment: Recommended by the Early Head Start/Head Start/Pre-K Director & EPIC Administrator; Confirmed by the Early Head Start/Head Start/Pre-K Policy Council & EPIC Regional Council

Start Date: To be determined, pending approval process.

Application Process for Current Employees: If your application or reference information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email to Shannon Johnson, Human Resources Director. Current employees may also apply via Search Soft (see below.)

Application Process for New Candidates: You may submit your application one of the following ways:

**Online application** can be made via Search Soft [https://ats1.searchsoft.net/ats/app\\_login?COMPANY\\_ID=00012808](https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808)  
If you cannot see this job, check your location tab and ensure you have selected EPIC as one of your location choices.

**Hard copy EPIC application** can be found at [www.epicresa8.org](http://www.epicresa8.org)

1. Submit hard copy applications and cover letter to:

EPIC

109 South College Street

Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director

2. A copy of the EPIC application with cover letter may be submitted electronically to [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org) .

3. A copy of the EPIC application and cover letter may be FAXED to 304-267-3599 Attention: Shannon Johnson.

**Applications will be accepted for consideration until the position is filled.**