



POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

www.caoginc.org

POSITION/TITLE: Early Head Start Home Visitor
(Birth-3)

POSITION LOCATION: Orleans County

PAY/HOURS: Part Time/24 hours per week

52 weeks per year

QUESTIONS OR RESUME TO:

Human Resources & Payroll Administrator
409 East State Street
Albion, NY 14411
hr@caoginc.org 589-5605

RESPOND BY June 4, 2021

Note: Internal Candidates may respond with a letter of interest.

MAJOR RESPONSIBILITIES

- Assist in process of outreach, recruitment, and enrollment of eligible families, maintaining an active caseload of 6 children/families.
- Plan and conduct weekly home visits (1 ½ hours) with each family in caseload.
- Plan and facilitate twice per month, parent and child group activities (3 hours) in Early Head Start classroom/center.
- Conduct a needs assessment with each family, assist in obtaining follow-up services as needed.
- Facilitate crisis intervention for families as needed.
- Assist Content Area Leadership by working with families within the case load to complete program requirements.
- Prepare and maintain documentation for each family in the case load.
- Attend all mandatory and appropriate local training and meetings

REQUIRED MINIMUM QUALIFICATIONS

- Home-based CDA or completed coursework comparable to a major in Early Childhood Education as well as coursework in home health and safety, parenting, family systems and development and/or child welfare may be considered
- Experience in the field of early childhood education and child development, especially birth-3
- Demonstrated ability to work independently
- Ability to pass NYS physical for day care licensing requirements
- Clearance through NYS Central Registry for Child Abuse, NYS Justice System for the Protection of People with Special Needs, and Dept. of Justice fingerprinting
- Reliable Vehicle required; valid driver's license with acceptable record and proof of minimum insurance according to agency policies

DESIRED QUALIFICATIONS

- Average to advanced computer skills