



Job Title	Early Head Start Home Visitor
Program	Head Start
Supervisor	Home-Based Manager
Classification	Non-exempt
Grade	N-6(c)
Approved:	03/20/2025

Job Purpose:

The Early Head Start Home Visitor works in a year-round community-based program that supports low-income families with children and prenatal women enrolled in Head Start. Responsibilities include assisting families to design and implement development plans; planning and conducting client home visits, socializations, parent teacher conferences, screenings and assessments; promoting full enrollment in the program; maintaining data and records; and writing reports.

Duties:

- Plan, set up, and conduct at least 46 weekly home visits per program year with families
- Perform client case management
- Develop family partnership agreement and goals in collaboration with families, monitor progress, and assist families in achieving goals
- Assist in maintaining full enrollment by completing recruitments, participating in outreach opportunities, door knocking, maintaining viable wait lists with consistent client contact, and promoting the program in the community
- Provide early education, parent education, and adult education services
- Conduct parent teacher conferences, required screenings and assessments, facilitate referrals and special services as needed
- Maintain working knowledge of the ERSEA and Family and Community Partnership Performance Standards
- Provide emergency or crisis assistance and/or referral to families in areas such as food, housing, clothing, and transportation
- Maintain data on client contacts, follow-ups, and referrals
- Coordinate parent orientations, socializations, and trainings
- Ensure community partner and parent participation on Policy Council
- Ensure medical and dental provider follow up with families
- Provide clients with transportation to medical, dental and other program related appointments as necessary
- Attend job related training
- Complete all documentation and reports required for program compliance and measurement of performance targets
- Assist with obtaining program in-kind
- Strictly uphold confidentiality of clients, employees, and agency business inside and outside the agency
- Perform other duties as assigned

Minimum Education and Experience:

Bachelor's degree in human services, social work, family services, counseling or related field; a Family Development Credential (generally within 18 months of hire); and one year of experience in an early childhood program; valid, unrestricted New York State driver's license and reliable vehicle

Expected Skills:

Technical and service skills required by duties; client service orientation; accountability for results; teamwork; adaptability; reliability; specialized knowledge of the field; consistent exercise of discretion and judgment; work predominantly varied in character

Working Conditions:

Typical office and home environment and equipment; local travel; work in client residences; possible exposure to childhood illness