**Rosemount Center**

**Early Head Start Home-Based Visitor**

**Position Description:**

This position supports the work of the Early Head Start Program at Rosemount Center. Rosemount Center offers dual language (English/Spanish) services to infants, toddlers and preschool age children in the home-based and center-based programs. Rosemount Center’s Home-Based Visitors serve low-income families in Wards 1-8 of Washington, DC. The Home-Based Visitors act as a liaison and an advocate by conducting informative and educational sessions in addition to referring families to essential resources throughout the community. Reports to the Home-Based Program Coordinator with accountability to the Program Director and CEO.

***Duties and Responsibilities***

1. Recruits and maintains a client base of 11 families with young children, 0-3 years old including pregnant women.
2. Provides weekly 90-minute home visits with each of the 11 families enrolled in the Early Head Start Program.
3. Provides education and support services to families, assists with facilitating group “socializations” and other family group activities, workshops, and trainings.
4. Conducts screenings and ongoing assessments to monitor each child’s developmental growth.
5. Accesses DC’s Professional Development Information System (PDIS) to monitor professional development and

accesses the Teaching Strategies system to monitor children’s learning throughout each school year.

1. Collaborates with families to establish and document the progress of the family’s goals in the Early Head Start Family Partnership Agreement (FPAs).
2. Promotes parental involvement in curriculum planning and program governance in the Early Head Start Policy Council Meetings.
3. Educates and collaborates with parents to monitor child’s health, including medical appointments, physical examinations, mental health, nutrition and special needs.
4. Manages resource referrals to community organizations and provides crisis intervention.
5. Maintains confidentiality of family records and information when enrolling families into the program and documents case notes on a daily basis in Head Start’s ChildPlus database system.
6. Attends at least 30 hours of professional development trainings per school year.
7. Performs other duties as assigned.

***Qualifications***

1. Infant Toddler CDA (Child Development Associate) or Family Services Credential
2. AA degree from an accredited college or university in early childhood education, child development, social services, or related field.
3. At least 3 years of experience working with children and/or families in a human services setting.
4. The ability to problem solve, handle crises, and work with low-income children and families from diverse cultures.
5. Has a respectful, non-judgmental, and professional approach when working with families.
6. Willingness to work primarily with families residing in high-risk communities.
7. Adheres to a flexible weekly schedule without using an actual office space.
8. Access to personal or public transportation. An active driver’s license with personal transportation preferred.
9. Knowledge and familiarity with Microsoft Office (Word, Outlook, Excel) and the Internet.
10. Bilingual (English/Spanish) is preferred.