

### **HEAD START HOME VISITOR**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in providing early childhood education techniques and practices to parents, guardians and families of children three through five years of age enrolled in the Head Start home base program; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Recruits and enrolls eligible families in the Homebase Program; provides training to families of enrolled children in all component areas including health, nutrition, developmental education, disabilities, social services and parental involvement; arranges and transports child and parent when necessary for health screenings and examinations; prepares, maintains and updates files and records; ensures compliance with confidentiality of records and files.

Provides families with program information, health and services updates that will encourage and supplement parental involvement; plans with parents the development of educational objectives; provides lessons, activities, materials and supplies to meet the objectives; provides instruction and encouragement on how to stimulate social interaction, self help skills, language development, personal hygiene, nutritional habits, etc.; provides methods and materials to assist in learning to speak the Navajo language and learn culture.

Develops teaching materials, activities and games for parental use; assists parents in preparing, implementing and evaluating lessons; provides feedback and recommendations on child observation development and progress; conducts parent/teacher conferences; coordinates activities with other resource programs; arranges and/or provides transportation for field trips and socialization activities; prepares required reports; attends training, meetings and in-service.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of federal, state and Navajo Nation rules, regulations, policies and procedures related to preschool instruction, Head Start Programs and childcare.

Knowledge of Early Childhood teaching methods and practices.

Knowledge of Navajo culture and its influence on the daily lives of the children and family.

Knowledge of childhood development and early childhood education.

Knowledge of food preparation and nutrition.

Knowledge of principles of child health, safety and nutrition.

Knowledge of record keeping and file maintenance methods and practices.

Skill in planning and providing educational activities to children ages three through five years.

Skill in working with parents, grandparents and volunteers in providing and meeting children's needs.

Skill in overseeing, monitoring and directing families in providing services to their children.

Skill in maintaining confidential records and reports.

Skill in utilizing customer service techniques when working with families and community resources.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires lifting up to 50 pounds, bending, stooping, sitting on the floor and participating in children's activities; exposure to children and their diseases; extensive travel throughout assigned area in all types of road and weather conditions.

THE NAVAJO NATION

Class Code: 3647  
Community Education and Counseling Series  
Head Start Group  
Overtime Code: Non-Exempt  
Pay Grade: 58

### HEAD START HOME VISITOR

**MINIMUM QUALIFICATIONS:** A high school diploma or GED; and one (1) year of preschool or structured child care experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**SPECIAL REQUIREMENTS:** Must pass a criminal background check, fingerprinting and employee assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aide Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit. Within one (1) year of employment must obtain Parent As Teachers (PAT) Certification. Some positions may require a Commercial Driver's License (CDL).

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.