



**Who We Are:**

EPIC, Early Learning, is a private, nonprofit organization, delivering early childhood educational services to families in Central Washington for more than 35 years.

**What We Believe:**

- The dignity and worth of the individual and respect for the diversity of cultures
  - Provision of quality services for the whole person
  - The value of families; the involvement of families in decisions which affect their members
  - Promoting the individual growth and development of our staff
  - Collaborating and cooperation with community partners based on need
- 

**Position Title:** Early Head Start Home Visitor

**Pay Level:** \$19.04 to \$22.07 per hour

**Reports To:** Early Head Start Manager

---

**Position Summary:**

The Early Head Start (EHS) Home Visitor will provide exceptional services to pregnant women, parents and children enrolled in the EHS program. The EHS Home Visitor will make visits to participating families and pregnant mothers to deliver services including health and nutrition information, education, special services and mental health support. The EHS Home Visitor will implement socialization opportunities for EHS children and families. All work will be done in accordance with CACFP/USDA, Head Start requirements, state licensing requirements, Washington Administrative Code and agency work plan, policies and procedures.

**Benefits:**

- Medical/Dental/ Vision Plans
- Sick Leave (5 hours per payroll)
- Annual Leave (4 hours per payroll)
- 11 Paid Holidays
- Seedling Scholarship Available
- Employee Assistance Program
- Basic Life Insurance
- 403 B (Employer match after 1 year or 1,000 hours)

**Minimum Qualifications:**

- AA in Early Childhood Education (ECE) or an equivalent combination of experience and Infant-Toddler Child Development Associate which demonstrates the required knowledge, skills and abilities needed to work with infants, toddlers and their families with a Professional Development Plan to have an AA in ECE.



- Home-based CDA Credential or comparable credential, or equivalent coursework with a Professional Development Plan to have an AA in ECE. Infant-Toddler knowledge, experience, skills and abilities needed to work with infants, toddlers and their families.
- Commit to a Professional Development Plan to obtain a BA in ECE.
- Must have knowledge and experience with Early Head Start Home Base service delivery model or other closely related Early Childhood program model.
- Two years of demonstrated experience working with low-income families in an early childhood, social service or health setting.
- Fluent bilingual skills required / bicultural preferred (English/Spanish)
- Excellent people skills with a demonstrated ability to work with other team members, co-workers, families and young children.
- Ability to develop and maintain positive working relationship within EPIC and its partners.
- Ability to organize and prioritize work assignments to meet program requirements and complete work assignments in an organized, efficient, timely and accurate manner, paying strong attention to detail.
- Ability to work with minimal direction from supervisor.
- Valid WA State Driver's License, own transportation and required auto insurance.

### **Preferred Qualifications:**

- BA in Early Childhood Education, or related field.

### **Essential Job Functions:**

1. Deliver required services utilizing the Early Head Start Home Visiting Model, involving a minimum of one 90-minute home visit per week, two socializations per month and one family night per month.
2. Integrate all Head Start content areas into home visits, socializations, and Family Nights, utilizing program curricula and EHS Performance Standards to facilitate parents as the primary educators of their children.
3. Work with parents to develop children's goals based on individual assessments and as identified by parents during strength-based home visits.
4. Work with pregnant women and their families, utilizing program curricula and EHS Performance Standards to promote a positive birth outcome.
5. Complete documentation and data entry of home visits, lesson planning, attendance, and socialization information in a timely manner. Provide reports as requested by EHS Manager.
6. Meet regularly with EHS Manager and ERSEA Health Coordinator and Content Support Specialists to report family status.
7. Collaborate with the EHS Management staff and community partners to provide parents with parenting, fatherhood, motherhood and other adult education sessions as appropriate.
8. Follow the Agency Work Plan in addition to the policies, and procedures related to cleanliness, safety, applicable WAC's and USDA/CACFP standards.



9. When applicable, work as a team and provide backup to other staff members; assist with childcare during times that are parent-focused.
10. Plan and implement all curricula utilized by the EHS program.
11. Initiate at least one food experience activity monthly either during home visits or during socializations.
12. Conduct screenings and evaluations as required by the Head Start Performance Standards; follow up on results needing referrals with EHS Program Manager and Content Specialist; support the child's individualized needs on lesson plans and in the environment.
13. Communicate with parents regarding on-going events.
14. Fully prepare and participate in scheduled Family Staffings.
15. Provide referrals, follow-up and advocacy when appropriate.
16. Foster the belief in parents that they are their child's first and most important teacher.
17. Follow proper reporting procedures for instances of unprofessional behavior, child abuse and neglect, failure to supervise, and other policy violations involving staff.
18. Ensure that EPIC's early childhood programs are operating at a high level of quality so the welfare of the children, safety and school readiness are of primary focus.
19. Be committed to characterizing a culture of safety within our centers, playgrounds, buses and anywhere that children may be present. Be familiar with and encourage EPICs culture of "See Something, Say Something".
20. Perform food preparation services as needed.
21. Supervise infants and toddlers and ensure a safe learning environment for them.
22. Be proactive in seeking out and documenting in-kind contributions for EPIC.

#### **Other Job Functions:**

- Articulate EPIC's mission, values and policies to staff and clients; demonstrate commitment to the agency mission, values and policies in the performance of daily duties.
- Adhere to the values that reflect the working culture at EPIC. Thus, honoring and modeling these values as you carry out your duties on a daily basis.
- Communicate effectively by sharing concerns openly and honestly with appropriate staff members, and observe confidentiality in all dealings related to program, staff and families.

#### **Working Conditions/Physical/ Mental Abilities and Processes:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Work requires walking, stooping, kneeling, light lifting, speaking, hearing, seeing and the ability to articulate clearly; use of hands to finger, bending and reaching.
- Ability to occasionally lift up to 50 pounds.
- Ability to respond appropriately to potential accidents involving children on playground and in classroom, e.g., run to assist an injured child.
- Daily stoops, crawls, kneels and bends in order to speak to children at the child's eye level, to play with children and to pick up toys and equipment from the floor.



- Make frequent and significant decisions to assure developmental progress of children.
- Work requires long periods of sitting or standing.
- Ability to feel or operate objects and equipment; reach with hands and arms.
- Ability to work with personal computer for long periods of time.
- Frequent travel to and from site within geographic service.

**Additional Skills and Conditions:**

- Excellent people skills.
- Sound and mature judgment.
- Work positively in a team setting.
- Demonstrate creativity, hard work, and be willing to try new approaches.
- Proficiency in computers, including MS Word, and MS Excel.
- Excellent communication skills and attention to detail.
- Excellent organizational skills and ability to effectively manage workloads and meet deadlines.
- Demonstrated ability to supervise infants and toddlers and ensure a safe learning environment.
- Ability to deal effectively and positively with staff, students and the public.
- Other duties as assigned.

**Equipment Operated:**

Personal computer, telephone, copy and fax machines

**Conditions of Employment:**

1. Prior to employment, complete pre-employment drug screen, health exam and a TB skin test be an EPIC Health Care provider at no cost to the employee.
2. Must pass initial and periodic background check through the Washington State Department of Children, Youth & Families (DCYF).
3. Provide proof of COVID vaccination.
4. Provide proof of MMR vaccination and/or resistance to Measles, Mumps & Rubella.
5. Current Food Handler card (obtain the training within thirty (30) days of employment).
6. Current First Aide/CPR cards, (obtain the training within thirty (30) days of employment).
7. Complete Child Abuse and Neglect training and all other mandated training.
8. Executive Director Approval.



**EPIC is proud to be an Equal Employment Opportunity Employer**

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish information. 41 CFR 60-1.35(c)

I understand the job responsibilities and qualifications required to perform in this capacity and I further verify that all of the information I submit to EPIC for consideration of employment is truthful and accurate, and I understand the conditions of employment as outlined above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

*The statements contained in this job description are intended to describe the general nature and level of work required for this position at the time the job is posted. This is not intended to serve as an all-inclusive list. EPIC retains the right to add or change the duties on this position at any time.*