



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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JOB ANNOUNCEMENT

**POSTING DATE: 05/07/10
POSTING DATE ENDING: Until Filled
(POSTED IN AND OUT)**

TITLE: EARLY HEAD START HOME VISITOR

DEPARTMENT/PROGRAM: EARLYHEAD START

LOCATION: HEAD START FACILITY

NO. OF POSITIONS: 3

POSITION NO: 24040, 24053, 24054 POSTING NO: 033, 034, 035

STATUS: NON EXEMPT

SALARY: 240 DAY CLASSROOM AND ASSISTANT TEACHER SCALE

DESCRIPTION OF WORK:

General Duties: The EHS Home Visitor provides home-based educational, center based socializations, and support services to families with young children, or expectant parents, in accordance with Head Start Performance Standards, Federal and Tribal standards, regulations and laws.

Supervision Received: Early Head Start Home Visitors work under the direct supervision of the Early Head Start Program Manager.

Supervision Exercised: No direct supervisory duties.

DUTIES AND RESPONSIBILITIES:

1. Attends, plans for and participates in one, 90 minute home visit per week per family or pregnant mother and two socialization sessions per month with a maximum caseload of 12.
2. Utilizes approved curriculum and each family's home environment and goals to provide developmental activities at each visit.
3. Builds a collaborative partnership with parents by providing an attitude of acceptance that supports and respects each parent's gender, family culture, language, ethnicity and child rearing practices.
4. Increases the family's knowledge and understanding of the physical, emotional, and intellectual development of their child and supports parenting efforts as provided through approved curriculum.
5. Partners with parents to plan, implement, and evaluate their Family Partnership Agreement and update throughout the program year.

6. Maintains accurate child files to include: daily reports, written documentation, anecdotal observations, child assessments and other related information.
7. Conducts developmental screenings and assessment to include: child health, safety, nutrition, and child mental health.
8. Participates in and serves as a resource and advocate for families in the IFSP/IEP process.
9. Assists families with obtaining health and community services. Design and implement a formal system to follow up with families on referrals.
10. Works with expectant parents on issues related to positive pregnancy practices, breastfeeding, signs of post-partum depression and positive outcomes.
11. Collaborates with Early Head Start Nutrition, Mental Health and Disabilities Coordinators and community resources to support comprehensive services to children and families.
12. Attends trainings and additional meetings as assigned.
13. Maintains confidentiality in accordance with Early Head Start policies and procedures.
14. Performs other duties as assigned.

EDUCATION AND EXPERIENCE REQUIRED:

1. Minimum Child Development Associate Certificate or 1 year state certificate; Associates Degree in Early Childhood Education or related field preferred; Bachelor's Degree in Early Childhood Education or related field a plus
2. One (1) Year experience in Early Childhood or social services field preferred.
3. Must complete all educational requirements for the position as outlined in the Improving Head Start School Readiness Act of 2007.

TRAINING PROVIDED:

1. Head Start Performance Standards.
2. POI Head Start Policies and Procedures.
3. POI Head Start Health and Safety Codes.
4. Indian Health Services Food Handler's Certification annually.
5. Manufacturer Safety Data Sheets training annually.
6. Fire Suppression Training annually.
7. First Aid and CPR certification for infants, children and adults annually.

NECESSARY SPECIAL REQUIREMENTS:

1. Tribal member preference with the ability to speak Tiwa preferred.
2. Ability to respect the dignity of each family, culture, customs and beliefs.
3. Ability to pass a thorough background investigation, drug test and physical exam.
4. Ability to work independently and effectively manage time, set priorities and meet deadlines.
5. Knowledge of child development.
6. Ability to understand regulations, handbooks, and policies pursuant to Head Start Performance Standards and to meet compliance with all program, pueblo, state and federal rules, regulations, policies and procedures
7. Ability to arrange personal life to meet evening and weekend demands.
8. Ability to use a computer to collect, record, retrieve data and prepare reports.
9. Ability to respond to and remain calm in an emergency or crisis situation.
10. Ability to pass a through background check and drug test.
11. Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility in order to drive tribal or personal vehicles in the performance of job duties.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Ability lift 50 pounds, work up to an 8 hour day with infants and toddlers, and stand or walk for longer periods of time, stoop, carry, kneel, lift, sitting on the floor, etc. in the performance of duties. Exposure

to household chemicals and cleaning supplies may occur. Daily driving for significant amounts of time will occur.

Vjj/HR-CEB/EHS-5-7-10

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE GOVERNOR'S OFFICE, OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA, P.O. BOX 1270, ISLETA, NM 87022