



# FAIRBANKS NATIVE ASSOCIATION, INC

## Job Description

**Job Title:** Home Visitor  
**PCN:** S407  
**Level:** Support Level 4, Para-Professional  
**Status:** Non-Exempt  
**Position Reports to:** Home Based Coordinator

*"This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. FNA is an at-will employer."*

**Job Summary:** This position will provide services to families enrolled in the Home Based Option of the FNA Early Head Start/Head Start program. Position will provide support services to promote healthy families and program success for the children enrolled, as well as conduct home visits, socials and classroom experiences and enter data into a computer.

### **Essential Functions:**

Maintain an average caseload of between 10-12 families, providing:

- Each child enrolled in home visitation services one home visit per week lasting for a minimum of 90 minutes and two group socialization activities per month. At minimum 32 home visits completed and 16 socialization activities offered each year.
- Each child receiving combination services with 2 classroom experiences lasting a minimum of 3.5 hours weekly and one home visit lasting a minimum of 90 minutes monthly September through May. June through August each child receives one home visit per week lasting for a minimum of 90 minutes and two group socialization activities per month.

Identify and use approved curriculum to deliver educational services in the context of home, socials and classroom experiences which reflect the specific cultural and ethnic backgrounds of the children and their families.

Promote and maintain safe and healthy learning environments and provide information on and examples of age appropriate materials for home visits, socials and classroom experiences.

Integrate all of the Early Head Start/Head Start components into each home visit, social, and classroom experience to include education, health, and family services.

Develop consistent, stable, and supportive relationships with families served, while maintaining professional boundaries.

Work in partnership with parents to enhance their role as their child's primary educator and emphasize the home as a primary learning environment with the social and classroom environments as secondary learning environments.

In partnership with parents and primary caregivers, conduct screenings and on going assessments of young children's development.

Collaborate with families to develop child and family goals, outlining the goals and steps taken to accomplish them on established forms.

Assist families in identifying and accessing community resources that will help in promoting child development or strengthening the family unit, processing referrals and acting as a liaison and advocate between community resources and Early Head Start/Head Start families as needed.

Promote parental involvement in curriculum and activity planning, program governance and the overall Early Head Start/Head Start program.

Monitor and inform parents on their child's development and health status, including medical follow-up, physical health, dental health, mental health, and nutritional intake.

Advise the appropriate coordinator of health, family services and educational concerns; working together to provide quality services, crisis intervention and resource referrals.

Complete and maintain accurate records and documentation of all services provided, maintaining a working binder and child files in an organized manner. Enter data into the established data base systems and provide complete and accurate reports following established program guidelines and schedules.

Follow policies and procedures in regards to concerns about or reporting of child abuse and neglect.

Maintain confidentiality of family records and information.

Attend staff meetings, family reviews, trainings and other scheduled activities.

Recruit new families and disseminate program information to local agencies and community partners.

The incumbent of this position must work well under pressure, meeting multiple and conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisors and clients.

Perform other job-related duties as assigned.

**Specifications:**

Qualifications:

High School Diploma or GED required.

Prefer a CDA or AA in Early Childhood Education, Child Development or Human Services or BA in Child Development and Family Studies, Social Work, Education or related field.

One (1) year of work experience in the child development, early childhood education or family services field.

Demonstrated ability to respect individual differences and maintain effective working relationship with families from diverse backgrounds.

Have a strong understanding and sensitivity to diverse cultures and lifestyle and experience working effectively with Alaska Native populations.

Three references demonstrating positive experience working with families or caring for children.

Working knowledge of personal computers and software programs such as Windows , Excel, Access, and MS Word.

Demonstrated ability to prioritize tasks, work independently and problem solve, with sensitivity to diverse parenting styles.

Complete First Aid and Infant, Child and Adult CPR training within thirty days of hire.

Continued employment status will be contingent upon employee providing certification of tuberculosis screening and medical certification that the employee does not, because of infectious or communicable disease, pose a direct threat or significant risk to the health and safety of program participants or others in the workplace.

Continued employment status will be contingent upon satisfactory completion of a criminal background investigation and the pre-employment drug testing process.

Driving Requirements:

This position will require you to frequently drive your personal vehicle for FNA business. In order to drive your personal vehicle for FNA business an individual must be at least 21 years of age, provide a copy of their current Alaska Driver's License and a copy of their proof of personal liability insurance. No employee may transport a FNA client in a personal vehicle.

Physical Demands:

This position corresponds to medium work, involving the ability to stand up to six hours in an eight hour work day, lift up to 25 pounds frequently and 50 pounds occasionally.

Includes light lifting and carrying curriculum supplies to and from home visits, socials and classroom experiences. Driving and taking supplies in and out of a vehicle.

Requires sitting on the floor or at small tables while interacting with children and families. Frequent standing, walking, bending, stooping, squatting, crouching, reaching and may include climbing stairs.

Position is required to clean educational materials and wipe down appropriate work surfaces with bleach solution. Place materials in proper storage spaces and maintain a clean and organized work space, as well as social and classroom environments.

Working Conditions:

Works in an environment where protection of confidentiality is essential.

Local travel by automobile is required. This may involve intermittent exposure to extreme weather conditions as well as the typical hazards associated with the operation of a motor vehicle in bad weather.

Will be visiting individual homes and experiencing different levels of hospitality, comfort, and family interactions.

Contacts:

Position has daily contact with the children and families being served, community agencies and program staff.

I, \_\_\_\_\_, have received, reviewed and completely understand the  
(Please print name)  
entire contents of this job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date