

PARENT AS TEACHERS HOME VISITOR

Purpose Statement:

The job of Parent as Teachers Home Visitor is done for the purpose/s of working directly with parents of children in the home; providing parents with information regarding child development and effective parenting techniques.

Essential Functions

- Confers with program parents for the purpose of providing practical information related to child's language, cognitive, social, and motor development.
- Coordinates monthly parent home visits as prescribed in the program for the purpose of observing and providing information to parents.
- Participates in various meetings (e.g. staff development, staff meetings, etc.) for the purpose of sharing information and/or improving ones skills and knowledge.
- Prepares various documents (e.g. instructional materials, observation of the child, health information, etc.) for the purpose of providing information required for program compliance.
- Reports observations and incidents for the purpose of communicating information as appropriate.
- Screens children in program periodically for educational, hearing and visual development for the purpose of referring when necessary to the program coordinator of suspected delays in child development.
- Translates written and verbal information for the purpose of ensuring language barriers are removed.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: early childhood behavior, characteristics and development; methods and procedures involved in working with parents related to program requirements

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; fostering positive relationships; maintaining confidentiality, working as part of a team; exhibiting tact, patience, kindness and a positive attitude.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. The job is performed under a generally hazard free environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam

Certificates & Licenses

Valid State Driver's License & Evidence of Insurability

Continuing Educ. / Training

Attendance at 4 to 5 days of training in PAT Program provided by district

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Clsfd 18