



**Madison County Department of Family and Children**

**Early Head Start Parent Educator**

**Position Description**  
**12/14/2021**

**CLASSIFICATION:** Full-time. Non-Exempt.

**BASIC FUNCTIONS:** Ensures compliance with all Head Start Performance Standards and MVCDC Service Plans, Policies and Procedures. Promotes parent involvement in Head Start activities. Recruits, enrolls and maintains a full caseload. Implements the Early Head Start Home Based program option for Early Head Start children and their families.

**MINIMUM CREDENTIALS:** Associates degree in ECE, Child Development or related field. Two years experience with infant and toddlers.

**SUPERVISOR:** Early Childhood Program Manager

**ESSENTIAL JOB FUNCTIONS:**

- Demonstrate the ability to interact with public and to obtain and give necessary information.
- Demonstrate the ability to cope with stressful situations firmly, courteously, tactfully and with respect for the rights of co-workers, parents, children, and community persons.
- Display good general intelligence and emotional stability.
- Physically able to work 40 hours per week.
- Manage a minimum caseload of approximately 11 children (prenatal up to age 3).
- Provide comprehensive services for approximately 11 families, which often entails helping Early Head Start parents obtain basic needs and coping with stress.
- Meet a variety of report deadlines (agency, state, and federal).
- Plan and conduct home visits with parents, encouraging active participation.
- Drive vehicle for agency business with valid Ohio driver's license, good driving record & daily access to insured private vehicle during working hours.
- Recruit and enroll children to maintain full enrollment and participation.
- Handle daily changes and interruptions in schedule.

**PRINCIPAL FUNCTIONAL RESPONSIBILITIES:**

1. Carry forth the Mission, Vision and Core Values of MVCDC, Inc.; support the quality management principles; and work toward the agency and program goals.
2. Recruits and maintains a minimum caseload of 10 children; maintains a waiting list. Assists with recruitment for entire county.
3. Ensures that all families enrolled in the home base program receive the required number of home visits and group socializations.
4. Completes Family Partnership Agreements, goals and family action plans on each family and monitors achievement of goals regularly.

5. Contacts community social service agencies and coordinates the provision of services relative to needs of home base families.
6. Maintains confidentiality in all areas for both the family and staff.
7. Keep systematic and complete records on children in accordance with MVCDC expectations and the Head Start federal regulations.
8. Support families to ensure the completion of the child's physical, dental and health screening. Make health referrals as required to ensure all necessary follow-up. Work to establish a medical and dental home for each family.
9. Work with parent to ensure that any treatment related to the child's medical or dental is completed.
10. Ensure full enrollment and a minimum of 85% attendance for weekly home visits.
11. During weekly home visits, provide training to parents in planning and implementing developmentally appropriate practices and observation techniques for children. Assist and encourage parents in their role as primary educators for their child.
12. Measure children's progress and complete required educational reporting process.
13. Ensure parent participation in group socialization, meetings and trainings. Provide parents with information about program activities, community events and advocacy opportunities.
14. Work with parents to plan and implement family literacy and male involvement.
15. Gather information for the monthly newsletter and distribute the newsletter to families.
16. Attends and participates in planning and evaluation sessions with home base team. Attends staff meetings as scheduled.
17. Participates in staff training and meetings and provide on-going training and technical assistance to volunteers.
18. Ensure cleanliness, security and appropriate use of property, equipment, materials and documentation.
19. Performs other duties as assigned to assist in providing quality services to children and families.
20. Per federal Head Start Policy, all Early Head Start staff providing services to children and families must be vaccinated against Covid-19 by January 31, 2022. Except for whom a vaccine is medically contraindicated; For whom medical necessity requires a delay in vaccination; or Who are legally entitled to an accommodation with regard to the COVID-19 vaccination requirements based on an applicable Federal law.

\*Key Skills and Personal Characteristics:

1. Oral and written communication skills.
2. Problem analysis/problem solving skills.
3. Effective adult training skills.
4. Planning skills.
5. Ability to organize time and prioritize duties.
6. Ability to work independently or as a member of the team.
7. Ability to learn to use comprehensive information on community family services.
8. Knowledge of early childhood development principles.
9. Willingness to continue professional education and training.