

## **Notice of Job Vacancy #24-106**

Posting Date: April 24, 2024

Position: Early Head Start Home Visitor 2 serving **Berkeley County**

Employment Term: Full-Time / 240 days per fiscal year

Salary: Based upon the [FY'24 EPIC Professional Pay Scale](#) with years of experience and education

Position Overview: EPIC Early Head Start understands that our most valuable assets are the dedicated, creative, life-long learners who positively support the lives of children, their families, and peers. Our culture is one of encouragement, support, and determination. We strive to exceed compliance of our guiding regulations.

The successful candidate will join a strong Early Head Start team to provide and facilitate the receipt of quality support services for young children and their families in **Berkeley County**. This role requires a positive attitude, a willingness to learn, and the ability to work within a team.

### Qualifications:

1. Minimum BA/BS in Early Childhood or a related human services field.
2. Demonstrated competency in planning and implementing home-based learning experiences to ensure effective implementation of the Head Start Early Learning Outcomes Framework.
3. At least two years of prior work experience with infants and/or toddlers and their families preferred.
4. Current driver's license and reliable automobile transportation.
5. Demonstrated verbal and writing abilities.
6. Preference will be given to candidates who are bilingual or multilingual.

### Duties and Responsibilities:

1. Provide comprehensive services to 9-12 Early Head Start families in the areas of Child and Family Services as outlined in the Head Start Performance Standards.
2. Be familiar with and follow Head Start Performance Standards and program policies
3. Assure completion of all program requirements:
  - Complete a minimum of 46 visits in a variety of home environments, per program year, for all enrolled children. Home visits may need to be scheduled in the evening and/or weekends to accommodate family schedule
  - Ensure effective implementation of home visiting curriculum
  - Guide and coach parents in developing activities which are sensitive to child/family goals, documenting these parent-driven activities on lesson plans and submitting them to supervisor/filing within designated time frame
  - Provide 22 socializations (Wee Play) per year
  - Jointly plan the Early Head Start socialization (Wee Play) with parents, using a variety of strategies to help children and families experience success
  - Facilitate appropriate language and communication with children and their families
  - Create learning environments, on home visits and in socializations (Wee Play), which will assist parents in facilitating their children's social, emotional, intellectual, and physical development
  - Assist parents in accessing resources to increase knowledge, understanding skills, and experience in child growth and development
  - Promote children's progress across the standards described in the [Head Start Early Learning Outcomes Framework](#), including for children with disabilities and children who are dual language learners, as appropriate
  - Assess children's learning and development
  - Participate in IFSP meetings and follow through with individual intervention plans

- Follow Early Head Start procedures for referring and tracking children with special needs
  - Develop individual and transition plans for children
  - Ensure all children are up to date with state recommended health events
  - Build respectful, culturally responsive, and trusting relationships with families
4. Assure the Early Head Start socialization space is safe, sanitary, and in compliance with Head Start Performance Standards
  5. Promote collaborations with other agencies
  6. Attend regularly scheduled staff meetings, area meetings, and professional development sessions including participation in and/or leading emergency safety drills
  7. Support diversity in classroom and workplace, as well as cultural traditions of families
  8. Provide direct, short-term crisis intervention
  9. Assist families in the Family Partnership Agreement process which includes identification of family strengths, goals, and resources to meet their needs
  10. Participate in program events scheduled after hours and/or on weekends
  11. Enter and track data in the tracking system for each child (health, education, family services, etc.)
  12. Collaborate with 3-5 yr. old staff to ensure developmentally appropriate transitions are supported by exiting and receiving personnel
  13. Assist in planning and facilitating parent meetings and trainings.
  14. Participate in and lead emergency safety drills as required.
  15. Provide peer coaching.
  16. Mentor newly hired home visitor staff.
  17. Participate (assess needs) in developing in-service training.
  18. Develop and produce literacy kits, including DLL materials as appropriate.

Additional General Requirements:

1. Adhere to Head Start Performance Standards, EPIC and Head Start/Pre-K Policy and Procedures, the NAEYC Code of Ethics and childcare regulations.
2. Participate in meetings, professional development, and continuing education programs as required or suggested by Early Head Start/Head Start/Pre-K and sponsoring organizations.
3. Prepare and submit written reports as required.
4. Attend evening meetings and perform overnight travel as required
5. Comply with all WVDE requirements and WVDHHR regulations drug free, TB free, etc.
6. Agency approval of Criminal Investigation Bureau records
7. Maintain CPR and First Aid Certification and Food Handlers card if required by county
8. Demonstrate sensitivity to cultural diversity and foster a fully inclusive work environment.
9. Adhere to the EPIC Early Head Start / Head Start / PreK confidentiality policy

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position may require strenuous activity on a daily basis including but not limited to frequent and/or repeated standing, bending, squatting, kneeling, chasing, lifting, holding, etc.

- 1) to assure the well-being and safety of children ranging from approximately 25 to 80 (plus or minus) pounds
- 2) to provide age-appropriate interactions with young children on their level
- 3) to model instruction and physical activities in the classroom, outdoors, in homes, and in other locations as assigned
- 4) to carry supplies into homes, the office, etc.
- 5) to safely climb stairs and use ramps as needed
- 6) to fulfill other reasonable physical duties and responsibilities as needed.

Work Environment:

- Designated worksites may include locations not owned or operated by EPIC including but not limited to outdoor venues, public facilities, school buildings and/or private residences.

- The selected candidate must transport themselves by personal vehicle from one worksite to another. (Travel reimbursement is included.)
- The selected candidate may be required to drive or ride in a vehicle on paved and unpaved roads.
- Early Head Start services are performed year-round, so the selected candidate may need to travel and work in inclement weather.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties may be assigned by the Head Start Director, EPIC Administrator and/or their designee.

Reports To: Early Head Start Manager, Head Start Director; EPIC Administrator

Conditions of Employment: Recommended by the Head Start Director & EPIC Administrator; Confirmed by the Head Start/Early Head Start Policy Council & EPIC Regional Council

Start Date: To be determined, pending approval process.

Application Process for Current EPIC Employees: Current EPIC employees may submit a letter of application via email to EPIC HR at [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org) or apply using any of the same options provided to new candidates below.

Application Process for New Candidates: You may submit your application one of the following ways:

**Online application** can be made via Teach-In West Virginia Application System by clicking on the link below:

[Use this link to go to the online application system.](#)

**Hard copy EPIC Head Start application** can be found at [www.epicresa8.org/workforum](http://www.epicresa8.org/workforum) or by [clicking on this link.](#)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources  
Email to Shannon Johnson at [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org)  
Fax to 304-267-3599 Attention: Human Resources

**This posting will remain open until the position is filled or no longer needed.**