



TITLE: Early Head Start Home Base Teacher

PROGRAM: Early Head Start (Prenatal to 3 years of age)

RESPONSIBLE TO: Early Head Start Program Manager

POSITION SUMMARY:

The Early Head Start Teacher will provide weekly home visits to families with children ages 0 to 36 months. Overall, the Early Head Start Teacher provides comprehensive services and demonstrates to the parent how to use developmental learning activities with their child. The Home Base Teacher will have direct contact weekly with each family and organize bi-weekly socialization group sessions.

QUALIFICATIONS:

- BA degree in Early Child Development or related field, requiring official transcripts.
- At least six (6) semester units related to infant and toddler development acceptable to licensing with passing grades of “C” or better.
- Six (6) months to two (2) years work experience with infants or toddlers, social services, or family support services.
- Valid driver’s license and access to a privately owned vehicle with liability insurance for use in completing work responsibilities as needed and to be paid for mileage.
- Strong verbal skills and effective writing skills.
- Bilingual in English and Spanish is required.

PHYSICAL/MENTAL ABILITIES AND PROCESSES:

- Must have knowledge and experience in child development and early childhood education with respect to the social/emotional and cognitive development of infants and toddlers; the principals of child health, safety and nutrition; adult learning principles and family dynamics.
- Computer literacy skills (working knowledge of computers and data entry).
- Ability to efficiently organize learning activities.
- Ability to effectively plan, organize and implement educational activities.
- Ability to make decisions on behalf of children and protect their well-being.
- Must be able to manage confidential information.
- Ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child.

EMPLOYMENT CONDITIONAL UPON RESULTS OF THE FOLLOWING:

- Fingerprint Clearance –DOJ, FBI, Criminal Index, Child Abuse Index
- Health Screening – Physical and TB



WESTSIDE CHILDREN'S CENTER

RESPONSIBILITIES:

1. Recruit and enroll families to participate in the Early Head Start Program.
2. Provide child development information and activities related to the child's own development.
3. Conduct developmental screenings, assessments, on going observations and curriculum based activities.
4. Enable parents to understand child growth and developmental stages.
5. Along with parent, develop individual goals and follow through with obtaining those goals.
6. Include parent and child in the socialization sessions at least twice a month.
7. Assist in setting home learning environments to stimulate the child's interest.
8. Demonstrate good health and nutrition practices for children and family members.
9. Support the family when dealing with issues that affect their lives.
10. Provide assistance in gaining self-sufficiency and enriched personal development.
11. Provide support and resource information to parents.
12. Maintain accurate records of all plans, interactions and activities.
13. Some evening work required.

STATUS:

Full-time non-exempt

SALARY RANGE:

Compensation depends upon experience

APPLYING PROCEDURES:

Please email cover letter and resume to hr@westsidechildrens.org.