

JOB DESCRIPTION FOR UCLA EARLY HEAD START

Position:	Early Childhood Educator (Home Visitor)
Program Area:	UCLA Early Head Start
Work Year:	Full Time
Status:	Salaried
Hour per week:	40
Reports to:	Early Childhood Educator Manager
Directs:	Students and other volunteer during socialization sessions

Job Summary

Supervised by an Early Childhood Education Manager, the Early Childhood Educator (Home Visitor) is responsible for the planning, preparation, and execution of an individualization program for a specific number of pregnant women, infants, toddlers and their families. The Early Childhood Educator (Home Visitor) will support pregnant women and parents/guardians in their role as primary caregivers and educators of their infants/toddlers, in meeting their personal goals, and will assist them in achieving self-sufficiency across as wide variety of domains

Employment Standards

Knowledge:

Knowledge of HS/EHS philosophy, goals, principles, objectives, requirements; cornerstones of Child Development; Early Head Start policies and procedures; interviewing techniques; family dynamics and advocacy/intervention concepts; crisis management and referral process; infant/toddler development stages and nurturing concepts; prenatal health and development; and community resources and referral processes.

Abilities

Ability to communicate effectively with families, Early Head Start staff, consultants, and volunteers to support families in locating and accessing appropriate community services, as needed. Ability to provide education and training opportunities to families to promote positive relationship-building for all enrolled pregnant women and infants and toddlers and their families. Ability to follow directions given by supervisor(s).

Physical Requirements

- Must be able to carry an average of 10 to 15 pounds during each work day, and sometimes up to 25 pounds.
- Must be able to engage in frequent bending, reaching, and twisting while performing home visits and socialization sessions.
- Must be able to engage in walking that includes ascending and descending varying degrees of flights of stairs.

- Must be able to engage in moderate to frequent kneeling, crawling, and stooping while performing home visits and socializations.
- Must be able to use hands and finger to engage in frequent writing, typing on keyboards, and handling small objects (e.g. arts and crafts for children).
- Must be able to sit for prolonged periods of time that may exceed an hour. This includes sitting on the floor for extended periods (e.g. while modeling and engaging in child development activities during home visits and socialization sessions).
- Must be able to drive.
- Ability to talk and hear

Education

Minimum 12 units in Child Development or Early Childhood Education	Required
B.A./A.A. Degree in Child Development or Early Childhood Education	Preferred
1-2 year's experience working with infants/toddlers and their families	Preferred

Other Requirements

1) Pre-employment physical exam and TB clearance. 2) Finger print screen, criminal record, and child abuse index clearance. 3) Valid California Driver's license and available transportation with minimum insurance as required by California Law required 4) Completion and submission of required personnel forms prior to employment. 5) Fluency and proficiency in English and Spanish required.

Duties

- Work under the direct supervision of an Early Childhood Education Manager.
- Support and adhere to all aspects of the Head Start/Early Head Start Performance Standards, 45 CFR
- Work within a team environment
- Follow and maintain confidentiality agreement, as required by UCLA and Early Head Start/Head Start policies and procedures.
- Conduct developmental and social-emotional screenings and assessments on children enrolled in the program
- Participate in and support the family education process and related development activities.
- Plan & implement the curriculum for home visits to assist parents/guardians of infants/toddlers and pregnant women in translating group socialization activities and concepts into the home setting.
- Individualize activities for children and families.
- Provide a program for all participants that is reflective of each family's culture and belief system
- Provide an environment in which infants and toddlers can have experiences that promote physical/motor, cognitive, language, and social/emotional development
- Plan & implement group socialization activities for infants and toddlers.
- Submit requests for purchase of supplies needed for assigned program activities to Early Education Manager

- Be responsible for set-up and clean-up of socialization room for play groups, including preparation and clean up of meals/snacks and toy sanitation.
- Direct any volunteer present during socialization sessions
- Ongoing monitoring of all services (through EHS and community agencies/professional) provided for assigned pregnant women, infants, toddlers and their families.
- Informing the EHS Health Services Manager about enrolled participants' health and referrals.
- Obtain copies of well-child care visits and IFSPs/IFSP updates for children with developmental disabilities
- Support and participate in partnership between families, staff and community services to address the individual goals established by the Individual Family Partnership Agreement (IFPA)
- Work with each Service Coordinator to provide referrals to families as appropriate
- Report, monthly, to Service Coordinators (Early Childhood Education Manager, Health Services Manager, Disabilities Service Coordinator, Family Services Coordinator, and Family Advocate) required information.
- Report to Early Childhood Education Manager any time there are significant family/child concerns that might require specialized attention/services.
- Support the families in their working towards attaining the goals set out in the Individualized Family Partnership Agreement and if applicable in the IFSP for infants/toddlers with developmental disabilities.
- Maintain updated charts.
- Communicate with Early Childhood Education Manager on a regular basis regarding all assigned families.
- Participate in and complete required program orientations, staff trainings, conferences, and workshops as assigned and required.
- Attend required program meetings
- Support families in completing and submitting in-kind forms
- Input information for assigned families into ChildPlus.
- Report child abuse to the Child Protection Agency (Department of Children and Family Services) as required by California Law.
- Other related duties as needed.

Please submit your resume to Delia Vicente at dvicente@mednet.ucla.edu or fax to (818) 485-0136.