

**Position: Birth to 3 Home Visitor**

**Job Summary:** Work collaboratively with infants, toddlers, and their families, education staff, and community partners to ensure that the program meets the needs of the whole child and supports parents/guardians in addressing family needs and setting and achieving ambitious family goals. Have a working knowledge of the Prevention Initiative Program and ISBE grant requirements.

**Qualifications/Minimum Requirements:**

1. Minimum of Bachelor's degree in child development, early childhood education, social work, or related field.
2. Pleasant personality and neat appearance.
3. Ability to establish a good relationship with parents of all backgrounds and ages.
4. Experience working with parents and children under three years of age.
5. Ability to work closely and in collaboration with other professionals.
6. Ability to work a flexible schedule.
7. Emotionally and physically able to perform duties required of the position.
8. Have a good command of the English language.
9. Willingness to travel in the state to conferences or training related to this position.
10. Possess general knowledge of basic computer skills.

**Reports to:** Director of Early Learning and Building Principal

**Responsibilities:**

- **Eligibility and Recruitment**
  - a. Support prevention Initiative program efforts to identify and recruit the most at-risk children in the community through screening.
  - b. Educate parents about the importance of early learning programs and support parents in completing enrollment.
  - c. Identify and develop potential partnerships with community entities with access to priority populations.
- **Direct Contact with Families**
  - a. Support families using the Baby TALK model, the Encounter Protocols, and the Baby TALK curriculum and Critical Concepts.
  - b. Support families with the implementation of Touchpoints principles.
  - c. Schedule home visits/personal encounters with families.
  - d. Home visits/personal encounters typically will occur weekly or biweekly, depending on the intensity of services warranted by case management services.
  - e. Complete the Enrollment Packet for each family according to the set timeline. Complete and turn in documentation to enroll the child in the ISBE SIS system according to the set timeline.
  - f. Use the Baby TALK curriculum, specifically the Home Visiting curriculum, in conjunction with the family's specific home visits/personal encounters needs.
  - g. Maintain the appropriate number in the caseload.
  - h. Schedule, plan, and implement regular group parent-child interaction encounters
- **Developmental Monitoring**
  - a. Implement and follow developmental screening procedures to ensure the program

meets the needs of young children and provides a system where a child's parents are advised of their child's progress.

- b. Gather all required documentation for monitoring a child's development
  - c. Utilize authentic assessment procedures to guide the child's education and create an Individual Family Goal Plan.
  - d. Collaboratively develop home visiting plans and activities with parents.
  - e. Conduct Family Resource and Monitoring Assessments with parents and create Individual Family Goal Plans that guide services.
- **Case Management services**
  - a. Collaborate with home visitors, supervisors, and instructional leaders to engage parents in high-quality early childhood programming and ensure the program maintains a welcoming environment for them.
  - b. Lead development and implementation of parent education opportunities, leveraging internal resources and community partners. Solicit parent input on education offerings.
  - c. Implement and support activities to ensure a strong connection between home and school, community resources, and transitions into other programs.
  - d. Engage parents in the parent advisory committee and other leadership opportunities.
  - e. Follow policies and procedures for referrals, transitions in and out of programs, and collaboration of services.
  - f. Collaborate with other programs in the community to align the birth to grade three continuum.
  - g. Collaborate with mental health consultants to facilitate evaluation of children with parent consent and referrals to mental health resources as needed.
- **Family and Community partnerships**
  - a. Monitor health and dental records to ensure that children receive regular screenings and follow-ups for any treatment needs. Assist parents in establishing a medical and dental home for their children to provide access to consistent health care.
  - b. Coordinate parent meetings and workshops to educate parents on child health, mental health, and development. Promote and support parenting skills.
  - c. Implement a Planned Language Approach supporting the readiness of all children.
  - d. Support children with special needs, including empowering parents as advocates for their children.
- **Data Collection and Evaluation**
  - a. Assess family needs and identify parental goals for the family. Work with families to develop a plan for meeting those goals.
  - b. Maintain up-to-date documentation on BabyTALK's NewOrg, including demographics, check-ins, encounters, screening, assessment, goals, and observations of children and parents.
  - c. Follow and collaborate on the framework for continuous quality improvement.
  - d. Process and monitor measurable outcomes to determine whether the program and families are progressing.

- **Professional Development**

- a. Attend Baby TALK Professional Development Training and Touchpoints Training.
- b. Attend all Baby TALK staff meetings.
- c. Fully participate in regularly scheduled reflective practice sessions.
- d. Regularly participate in workshops and seminars to encourage personal growth.
- e. Maintain any professional certifications.
- f. Participate in semiannual goal-setting.

**Terms of employment:** 8 hours per day/190 days per year

The position is grant-funded through the Early Childhood Block Grant (ECBG) Prevention Initiative and is subject to grant appropriations.