

Title: Home Visitor	Grade: 5	
Reports To: Children & Youth Development (CYD) Manager	FLSA Status: Non-Exempt	
Supervises: None	Date Written:	Date Revised:
	6/2015	6/4/2019

POSITION SUMMARY

The Home Visitor reports to the CYD Manager and provides enriching educational activities for children and families. S(he) assess children and families' educational needs, planning and implementing developmentally appropriate activities for both children and families. S(he) also does recruitment and community outreach to encourage children and families to join the program.

DUTIES AND RESPONSIBILITIES

- Recruits families with children from birth to age 3 years old for the Prevention Initiative program.
- Plan and implements biweekly home visiting program. This includes but not limited to intake assessment, goal setting, planning, regular family visiting, parent counseling and referrals using the Baby Talk curriculum.
- Document visits, case notes, screenings, Individual Family Service Plan (IFSP) goals into Child Online Protection Act (COPA) and Salesforce, as appropriate.
- Appropriately document home visits and screening results in COPA and Salesforce, as appropriate.
- Survey families for input and feedback.
- Make referrals to Early Intervention for children as a result of teacher or parent concerns, or screenings.
- Substitute in Family & Learning Resource Center (FALREC) as needed.
- Facilitate parent engagement activities
- Provide required monthly socializations.
- Acts as a liaison between families and programs, interpreting agency policies to families and providing parent input to programs.
- Assists in translation of materials and activities, as one is able.

- Participates in regular team meetings and attend relevant trainings.
 - Conducts on going assessments, goal settings, evaluation, and funding required documentation.
 - Increases professional knowledge through courses, staff meetings, in-service training, workshops & conferences. Also accepts and uses supervision as part of one's professional growth.
 - Act as a liaison between University of Illinois at Chicago, University of Chicago, and CASL in terms of recruiting interns. Function as the immediate supervisor for interns, with support from supervisor.
 - Act as liaison between Baby Talk consultant and CASL.
 - Enter all client efforts and case notes into Salesforce database, if necessary.
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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

- Bachelor degree in Social Work.
- Minimum of two years work-related experience in health, social service and/or early childhood education fields.
- Achievement of Gateways Family Specialist Credential Level 5.

Skills/Knowledge:

- Knowledge of child development and strong written and verbal communication skills are required.
- Ability to speak, write, and read Chinese is required.
- Requires an access to a vehicle & IL Driver's License.
- Basic end-user level understanding and experience with Salesforce a plus

Physical Demands:

- Requires movement that meets children at their level, e.g. bending, sitting on the floor, etc.

Environment and Scheduling:

- Services may be provided in the early evening or weekends to accommodate the work schedules of the families.
 - Home visits typically occur in the parents' home.
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