



OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Early Childhood Education
Tribal TANF, Career Education

2574 Diaz Lane ▪ P.O. Box 847 ▪ Bishop, CA 93514 ▪ (760)873-5107

POSITION TITLE: Home Visitation Systems Coordinator
CLASSIFICATION: Non-Exempt
DEPARTMENT: Early Child Education
SUPERVISOR: Early Childhood Education Director
PAY RATE: NE6 \$25.17 to \$35.24 per hour

Position Summary:

Under direction of the ECE Director, the Home Visitation Systems Coordinator is responsible for implementing home visiting and early childhood systems integration efforts for OV CDC. This position will coordinate all activities of home visiting staff, which provide in-home support, guidance, and education to families with young children, focusing on enhancing parent/guardian-child relationships, promoting healthy child development, and connecting families to needed resources. Incorporates early childhood education activities and local Native American customs, beliefs and language into workshops and activities. Conducts, organizes and evaluates activities for appropriate family's needs. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

Essential Duties & Responsibilities:

- Supervise staff conducting regular home visits to assess participant's needs and progress.
- Coordinate and work with internal and external stakeholders to maximize potential impact, including essential partners identified under the federal MIECHV legislation and in coordination with OV CDC's strategic plan and goals.
- Actively participate in statewide collaboratives, coalitions and partnerships to work on initiatives that advance home visiting practices in California.
- Evaluates and analyzes participant needs and abilities to ensure effective implementation of program.
- Assist in determining effective strategies and activities to improve the integration of home visiting with local early childhood systems and provide guidance and technical assistance to contractors.
- Assist in developing instructional lesson plans to provide a balanced program of instruction, demonstration, and working time.
- Develops and maintains strong, collaborative relationships with local educational agencies.
- Support all aspects of the home visiting grants including grant compliance, evaluation, reporting, renewal plans, and budget.
- Maintain and monitor accurate, appropriate, and confidential records and reports.
- Collaborates with other adult educational programs to assist families and children in meeting their goals.
- Engage families in goal-setting and self-sufficiency planning.
- Supports the Family Educator/Home Visitation Specialist in planning, organizing, and leading cultural workshops.
- With the support of the ECE Director, completes purchases for educational supplies, materials, and snacks within the policy guidelines.

- Through active monitoring, ensures that the Family Educator/Home Visitation Specialist provide accurate case notes and progress of participants and the data is entered timely into the data keeping system.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; conferring with representatives of contracting agencies and related organizations.
- Participate in continuous quality improvement.
- Maintains confidentiality of all privileged information.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's Degree in Child Development, Early Childhood Education, Social Work, Psychology, Public Administration or other related fields; and minimum of three (3) years related experience; or any equivalent combination of education and experience that could likely provide the required knowledge, skills and abilities to perform the duties of the position. California Multiple Teaching Credential is desirable. Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Requires the ability to work a modified schedule dependent based upon the services provided and the business needs of the assigned department, with little or no notice. Must obtain and maintain Food Handlers Certificate. Must successfully pass a pre-employment drug/alcohol screen, and background investigation.

Knowledge, Abilities, Skills, and Certifications:

- Exhibit knowledge about comprehensive systems development, early childhood systems, and workforce/professional development.
- Experience working with families and children in a home setting.
- Knowledge of the Native American language, community, history, and culture.
- Knowledge of curriculum development, use of educational technology, effective instructional strategies/techniques, program design, assessment and evaluation procedures.
- Proficient computer skills, including proficiency in Microsoft Office.
- Proficiency with data collection, analysis, and reporting.
- Ability to maintain good working relationships with individuals of varying social and cultural backgrounds.
- Proficiency leading local, organization-based efforts to improve operational and/or programmatic processes.
- Be a critical thinker, well-organized, and detail-oriented; have proficient or expert communication (oral and written skills); demonstrated ability to be proactive and take initiatives; work both independently and in team setting; prioritize and manage multiple tasks; manage budgets and assist with writing grants and grant reports when needed.
- Ability to maintain confidentiality.
- Have good judgement, empathy, adaptability, and level-headed attitude; demonstrate proficient or expert interpersonal skills when interfacing with partners; be assertive and persuasive when necessary while maintaining positive and productive relationships
- Ability to develop and complete instructional activities and lessons.
- Ability to motivate students and families to perform to their fullest potential.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds

Work Environment:

Work environments include home visitation at family's residence as well as other duties performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

Native American Indian preference shall apply to all positions at OVCD pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.

Native American Indian Preference:

Native American Indian preference shall apply to all positions at OVCDL pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.