



## **Masa-PCHP Part Time Home Visitor**

**Program:** Parent-Child Home Program at [Masa](#)

**Reports to:** Program Coordinator

### **Job Summary:**

Under supervision of the Program Coordinator, the Home Visitor serves as a mentor/educator, working with parents/guardians of children aged sixteen months through four years. Home visitors promote each child's growth and development by planning and implementing developmentally appropriate experiences focused on learning through play. In partnerships with parents, home visitors create environments in which children can develop personal relationships, experiment, make choices, solve problems, and develop age-appropriate social and self-help skills.

The successful Home Visitor will understand her/his role as a mentor/model to the parent/guardian, and as an observer of home environment and situations to make appropriate referrals.

The Home Visitor will also be expected to participate in training, case conferences, and presentations as requested by Masa and PCHP. Additionally, the successful candidate should support the mission and goals of Masa.

### **Qualifications:**

- Experience with infant/toddlers in a group setting or home-base setting
- Preferred a minimum of a CDA or higher in early childhood education or related field
- Preferred experience in pre-school, Head Start or Early Head Start setting.
- **Must be bilingual English and Spanish!**

### **Essential Duties and Responsibilities:**

- **Home Visiting**
  - Make 2 weekly, 30-minute home visits to each assigned family.
  - Work with an assigned group of parents/guardians and their toddlers; assess the individual needs, strengths, and interests of each child regularly.
  - Prepare and maintain accurate records, including child observation, lesson plans, attendance, parent participation, and others as directed by management.
  - Provide age and developmentally appropriate activities and experiences designed to promote all areas of a child's development.
  - Prepare and provide materials as required by the curricula and as approved by the Program Coordinator.

- Respond quickly and directly to children's needs, desires and verbal and non-verbal messages, adapting the response to children's differing styles and abilities.
- Model the appropriate responses for parents/guardians.
- Facilitate the development of self-esteem, trust and autonomy by expressing and modeling respect, acceptance, and comfort for children.
- Promote parent involvement in the child's education and well-being with every activity and during each visit.
- **Meetings and Weekly Supervision**
  - Meet regularly with Program Coordinator for general staff and one on one weekly meetings.
- **Assessments and Evaluations**
  - In accordance with prescribed time schedules, complete appropriate screenings of all assigned children.
  - In collaboration with parents, develop appropriate goals and objectives for each child.
  - Conduct on-going assessment of each child's growth and development and update each child's goals and objectives regularly.
- **Referrals**
  - Assist with transition to Head Start or other childcare placements.
  - Provide referrals to program families for early childhood and social services on an as-needed basis.
- **Outreach**
  - Assist in the recruitment, enrollment and retention of families to participate in home visiting program.
- Perform other job related tasks as required.

### How to apply

Send a cover letter and resume to [jobs@masany.org](mailto:jobs@masany.org). Include "Home Visitor" in the subject line. **ONLY APPLY IF YOU ARE BILINGUAL IN ENGLISH AND SPANISH.**