

## Home Base Specialist

**REPORTS TO:** Family Engagement Manager

**FLSA STATUS:** Exempt

**STATUS:** Full Time

**SAFETY SENSITIVE:** Yes

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### **Job Summary:**

Responsible assisting with planning, developing, monitoring and implementing the home base program. This includes supervising, implementing and supporting home visitation systems within the Head Start Program.

### **Essential Functions:**

The Home Base Specialist will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Home Base Specialist responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Home Base Specialist will demonstrate competency to perform essential functions that include:

- Supervise HB Coach, HB Supervisor and Home Visitors.
- Assist in planning, developing and implementing a system to assure families receive home visits during staff vacancies.
- Oversee Home Base curriculum and assessment and provide training to Home Base staff.
- Provide feedback to sites regarding fidelity of curriculum and home visitation per HSPPS.
- Provide training and technical assistance to staff in this Content area.
- Assure home visit observations are completed, recorded and reviewed with Home Visitors per HSPPS.
- Assure socializations are scheduled and meet HSPPS.
- Demonstrates knowledge and understanding of all Content areas.
- Participate as a Team Member within the agency and in the community as needed.
- Coordinates and facilitates meetings with Site Managers, site staff, and community members as needed.
- Travel often to PGCCS Head Start sites in agency or personal vehicle.

### **Minimum Requirements:**

- Associate degree in ECE, Child Development, or related field from an accredited institution; Bachelor's Degree preferred.
- Two years of experience providing demonstrated high quality home visits to HS/EHS families.
- Two years of experience directly with BCCL regulations.
- Advanced computer skills including Excel, PowerPoint, Word, internet, email and tablets/iPads.
- Arizona's drive license, proof of insurance, fingerprint clearance card, Social Security card, CPR and First Aid, vehicle available for program business are required.
- Health Questionnaire is required at hire and updated every 3 years.
- Must be able to speak, read, write and understand English.

### **Knowledge, Skills, and Abilities:**

- Possess knowledge in HSPPS, home visitation techniques, and adult learning styles.
- Possess excellent oral and written communication skills.
- Work collaboratively and with diverse site staff.
- Ability to work independently.
- Demonstrate the understanding of Department of Child Safety (DCS) reporting system, including signs and symptoms of child abuse and neglect.

### **Physical Requirements:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the

normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

**Working Conditions:**

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

**Acknowledgements:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position, and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

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Employee Signature

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Date