 **ANNOUNCEMENT OF**

**POSTED 1/5/2021**

**OPEN POSITION**

**POSITION: HS/EHS PARENT (0 TO 5) EDUCATOR**

RESPONSIBLE TO: HOME BASED SUPERVISOR

LOCATION: GENESEE HEAD START

GRADE: 5/NON-EXEMPT

PROGRAM WEEKS: 52 WEEKS PER YEAR

**QUALIFICATIONS:**

* Two-year degree Human Services, Child Development, Early Childhood Education, or a related field.
* Two years of experience working directly with parents and/or pregnant women and/or children under age 5 within at-risk families.
* Must have knowledge and experience in child development and early childhood education, the principles of child health, safety, and nutrition, adult learning principles and family dynamics.
* Must have knowledge of community resources and the skills to link families with appropriate agencies and services.
* Must be skilled in communicating with and motivating people.
* Must have a valid NYS driver license and have ability to travel.

**RESPONSIBILITIES:**

1. Maintain full enrollment of Head Start/Early Head Start children and pregnant women. Discussing with families of enrollees the program requirements and services provided.

2. Regularly communicate with families on caseload (up to 12) once each week.

3. Develop educational activities for preschoolers, toddlers, and/or infants based on each child’s assessment and identified family needs.

4. Facilitate each family's development of a safe, appropriate, learning environment for their home.

5. Initiate case conferences that involve other program functional areas, as well as community agencies involved with the family.

6. Complete required documentation (e.g.: assessment plans, end of month reports, database entries) in a timely manner.

*Note: In lieu of regularly-scheduled visits to homes of families on caseload, during the COVID-19 pandemic educators are communicating with families primarily by phone or videoconferencing from their offices.*

*EOE/AA/M/F/D/V*