



“This institution is an equal opportunity provider.”

Wyoming Child & Family Development, Inc. – Weston County Head Start is accepting applications for a EHS Family Support Provider (35 hrs./wk. 182 days/yr.). If you are looking for a position that is full of **FUN** and **LEARNING** and seek to be part of a dynamic team, then this position is for you! Prefer a degree in Early Childhood Education, Child Development, Infant Development, Social Work or a closely related field. All applications must be received by closing date: 7/13/2018. For application/information: www.wyomingchild.org, 1-307-334-2252. **“This institution is an equal opportunity provider.”**

TITLE OF POSITION: EARLY HEAD START FAMILY SUPPORT PROVIDER

SUPERVISED BY: Center Coordinator

GENERAL RESPONSIBILITY:

To plan and implement home-based learning experiences that ensure effective implementation of the home visiting curriculum and promote children’s progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five, including for children with disabilities and dual language learners, as appropriate, and to build respectful, culturally responsive, and trusting relationships with families. To provide a developmentally appropriate environment that is safe, secure and stimulating for children from birth to three years of age. To ensure that pregnant women in the program receive consistent and appropriate care and information to ensure a positive start for their newborns. To partner with parents and to facilitate in assisting parents to be their child’s first teacher. To promote developmentally appropriate childcare in the community through community partnership and promotion.

MINIMUM QUALIFICATIONS:

- Prefer a degree in Early Childhood Education, Child Development, Infant Development, Social Work or a closely related field (with a minimum of 24 hours in Early Childhood Education or Child Development and experience with infants and toddlers). WCFD will only accept college degrees from accredited institutions recognized by the U.S. Department of Education.
- A high school diploma or G.E.D. with exceptional experience will be considered, but applicant must obtain an Infant /Toddler or Home Visitor Child Development Associate credential (CDA) within one (1) year of hire.
- Any applicant chosen for this position, who does not have a Family Service degree or equivalent family service coursework (social work, human services, family services, counseling, or a related field), must also obtain, within 18 months of hire, a Family Service Credential.
- Must have training in the implementation of early childhood curriculum and knowledge of child development.
- Must have training in effective communication and be able to work well with birth to three-year old children, their families, and community members, including those with special needs and those that speak and/or write in a language other than English.
- Must be well organized and have knowledge of the principles and practices appropriate to early childhood education and social service programs.
- Must possess the personal attribute skills that will ensure the infant and/or toddler is safe, secure, and comforted in such a manner that the fullest development of the self and its potential is realized.
- Must have training in safety concerns related to young children (i.e. Reducing Sudden Infant Death Syndrome, childhood allergies, medical issues, etc.)
- Must have interpersonal skills to work with diverse families, community members and staff.

ESSENTIAL FUNCTIONS:

1. Recruits children for the program within the guidelines established by ACF and WCFD, Inc.
2. Promotes public awareness to enhance community partnerships, enrollment, and family engagement.
3. Ensures the safety of all enrolled children and families while in WCFD programs.
4. Provides direct services to children, families, and staff in a variety of settings and weather conditions, including classrooms, private childcares and preschools, and family homes.
5. Plans, prepares and implements, with parents and guardians, home visit and socialization experiences, according to curriculum and the Early Learning Outcomes Framework that are developmentally appropriate and demonstrate support of child and family strengths, interests, and needs.
6. Implements all activities with respect for the child's level of development.
7. Provides the opportunity for families to participate in a research-based parenting curriculum, which allows parents or guardians to practice parenting skills.
8. Works in partnership with families and community agencies to establish community based medical and dental homes.
9. Develops a comprehensive understanding of current medical and developmental status for each child, pregnant woman, or family by utilizing screening, assessments, interview and observation techniques.
10. Refers and assures the follow-through of consistent and ongoing services to support health and development.
11. Supervises, directs, and evaluates EHS Paraeducators, as necessary.
12. Respects the dignity of each child, family, or pregnant woman and attempts to gain adequate understanding of his/her needs, interests, abilities, temperament, and environmental influences, as a basis on which to meet his/her needs and develop family/child goals.
13. Utilizes a flexible work schedule in order to provide home visits and socialization experiences during nontraditional work hours in order to best meet the needs of the family.
14. Invites the child and/or pregnant mother's family, including father/father figures, to participate in all areas of the program.
15. Demonstrates involvement, interest and advocacy for children in the broader community.
16. Attends required trainings.
17. Participates in child screenings as appropriate.
18. Possesses classroom management skills, which include discipline techniques that are developmentally appropriate for infants and toddlers.
19. Promotes positive public relations within the work setting and in the community.
20. Must use own personal insured vehicle, as needed, unless otherwise stipulated by supervisor, or a company vehicle is available.
21. Performs other duties as assigned by the Board of Directors or its designee.

ALL REQUIREMENTS FOR THIS POSITION WILL MEET THE HEAD START PROGRAM PERFORMANCESTANDARDS, DFS LICENSING, NAEYC STANDARDS, WYOMING DIVISION OF DISABILITIES RULES AND REGULATIONS AND WCFD POLICIES AND PROCEDURES. ALL EMPLOYEES WILL ADHERE TO THE MISSION, VISION, AND VALUES OF WCFD.

THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE JOB. IN OTHER WORDS, YOU MUST MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE JOB.

STANDARD JOB REQUIREMENTS:

- Able to perform the essential functions of the position, as defined in the job description, without presenting a danger to either self or others, with or without reasonable accommodations.
- Must have an employment physical and TB risk assessment prior to work with children.
- Must have AHA CPR and First Aid Training completed within 90 days, unless otherwise specified by the supervisor.
- Wyoming Child and Family Development, Inc. requires all prospective employees to participate in a Central Registry and criminal background check, including fingerprinting done every 5 years.
- Wyoming Child and Family Development, Inc. requires an initial statement of health from a licensed healthcare provider and a renewed statement every 5 years.
- Must have a valid driver's license, safe driving record and liability insurance as required by Wyoming State Law. Driving records are reviewed annually.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

1. Must be able to work with families and children birth through age 5.
2. Must possess proper stress management techniques.
3. Must possess visual acuity and stamina to read technical material for extended periods of time.
4. Be able to sit, stand, or walk for long periods of time without fatigue or discomfort.
5. Must be able to travel to site locations, meetings and trainings, both in and out of state.
6. Must be willing to drive in a variety of weather conditions.
7. Must be able to hear and process ordinary conversation and telephone conversation.
8. Must be able to communicate effectively with staff, children, families, and community.
9. Must be able to tolerate air-conditioned buildings and fluorescent lights.
10. Must be able to climb stairs, stoop, kneel, crouch and/or reach, to retrieve materials and supplies from ground level to a height of at least 5 ft.
11. Must have upper body strength to lift and carry the equivalent of 50 pounds.
12. Must be able to assist a child to safety in case of an emergency.
13. Must be able to work in a flexible daily routine and change as required.
14. Must be able to work in a variety of temperatures, including hot and cold weather.
15. Transportation staff must:
 - a. Be able to tolerate possible exposure to biohazards, i.e., body fluids, etc.

- b. Have the ability to recognize mechanical problems that would require stopping of bus to prevent damage or potential accident while driving.
- c. Be able to read gauges on dash of bus and recognize indicator of problems.
- d. Be able to tolerate possible gas and diesel fumes.
- e. Be able to tolerate dust and gravel.