



06/23

Community Action Partnership of Madera County

JOB TITLE: EARLY HEAD START FAMILY FACILITATOR

DEPARTMENT: Madera Head Start

BARGAINING UNIT: SEIU, Local 521

REPORT TO: Area Manager

SUPERVISE: N/A

COMPENSATION: Range 21.5

FLSA: Full-time; Non-Exempt

JOB OVERVIEW: This position is responsible for providing a home base educational program for infant, toddlers, and pregnant mothers that meet Head Start Performance Standards, Head Start Act of 2007, utilizing developmentally appropriate adult and child practices and complies with Community Care Licensing Regulations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, core competencies, and/or physical required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

- Associate's degree in Early Childhood Education (ECE) / Child Development (CD) or a related field degree and
 - ✓ 3 units in ECE / CD infant and toddler
 - Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.
- OR**
- High School Diploma or GED and
 - ✓ Working towards an Associate's degree in Child Development or a related field.
 - ✓ 3 units in ECE / CD infant and toddler.
 - ✓ 2 years of classroom experience
 - Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

EARLY HEAD START FAMILY FACILITATOR

Page 2 of 8

LICENSES / CERTIFICATES / PERMITS:

- Must have a current and valid Associate Teacher Permit.
- Working towards a Master Teacher permit within 12 months of hire.
- Possess Pediatric First Aid and CPR certification and update bi-annually.

ABILITY TO:

- Read, write, and speak Spanish is preferred.
- Operate various software programs such as Learning Genie and ChildPlus.
- Use Microsoft Outlook, Teams, 365 Products.
- Understand and carry out oral and written directions.
- Communicate effectively, orally and in writing.
- Develop and maintain supportive, respectful, and empowering relationships with families and children.
- Work effectively with all socio-economic and cultural backgrounds.

KNOWLEDGE OF:

- CAPMC Head Start Programs, Head Start Performance Standards, State regulations (where applicable), and licensing regulations (where applicable).
- General understanding of pre/post-natal care and child development 0-3 years.
- The services and agencies in the assigned service area.
- Preparation and uses of individual education plans, record keeping, adult education principles, and principles of leadership and supervision.
- Developmentally appropriate Child development theories and practices
- Individual differences, learning styles, cultural needs, child development and community needs in setting up and implementing curriculum for the year.
- Maternal and child health practices.

CORE COMPETENCIES:

- Customer Commitment – proactively seek to understand the needs of our customers and provide the highest standards of services.
- Dedication to Professionalism and Integrity – demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the communities we serve.
- Organizational Excellence – takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our programs and services.
- Success through Teamwork – collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

GENERAL PHYSICAL REQUIREMENTS

- Exerting up to 15 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.

EARLY HEAD START FAMILY FACILITATOR

Page 3 of 8

- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP

- Adheres to and applies the CAPMC mission, values, standards, policies and procedures.
- Attends mandatory new employee orientation/ mentor activities.
- Attends trainings, workshops, and classes to keep abreast of client engagement theories and practices.
- Engages and encourages personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolves concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Reports and assists in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.
- Works as a team member to support the functions and operations of the Department and the Agency.

MATERNAL AND CHILD DEVELOPMENT / HEALTH SERVICES

- Provides direct service to identify Early Head Start families and their infants / toddlers including children with disabilities through home visits.
- Organizes small group meetings/socializations.
- Builds nurturing relationships with families and regularly helps family members to evaluate their growth & development.
- Leads parents in conducting and interpreting screenings of child's developmental needs.
- Involves parents / families in the development of the child's Individual Plans and identifies activities which parents / families can utilize at home.
- Works with parents, pregnant mothers, infants or toddlers individually and in

EARLY HEAD START FAMILY FACILITATOR

Page 4 of 8

small groups on age-appropriate activities that promote language, cognitive, social, emotional and physical development, including supporting the development of language skills for dual language learners.

- Provides strength-based parent education to build parents' skills in becoming their child's initial and primary educator.
- Plans with parents and conducts at least one ninety-minute home visit per week with each family, insuring inclusion of child development, nutrition, health and safety, and parent education activities.
- Obtains children's health histories and ensures that physical examinations are obtained from physicians or medical providers.
- Works with parents to ensure that all immunizations and other medical and/or dental follow-ups are completed.
- Serves as a role model for health, safety and hygiene practices, e.g., hand washing, and proper lifting.
- Follows program curriculum, assessments, screenings, and other program practices to fidelity.
- Maintains confidentiality of records and information on Early Head Start families.
- Maintains strict compliance with universal precautions during home visits.
- Performs a variety of related tasks as assigned by the immediate supervisor or Head Start Director.

RECRUITMENT / FAMILY SERVICES

- Strengthens parents as individuals and as partners by offering guidance and information.
- Provides a variety of opportunities to involve parents in implementing the curriculum for the program.
- Develops good rapport and communication with parents and reinforces the concept that parents are the primary educators of their children.
- Completes the FSN&PA within seventy (70) days of the enrollment of the child in the program.
- Assist families to become advocates for their children and family in community and public-school settings.
- Assists families in identifying interests, strengths and needs and develops individual Family Partnership Agreements to meet their needs.
- Refers families in crisis or in need of resources, i.e., emergency food, shelter, domestic violence, Head Start services or other community services / providers.
- Plans and facilitates parent meetings.
- Promotes parent engagement in working with their children, participating in EHS program decision-making, and joining in community endeavors.
- Establishes positive partnerships with community resource providers.
- Understands the eligibility requirements and screening procedures for enrollment, recruitment, selection, eligibility, and attendance.
- Participates in child / family recruitment efforts and assigned geographic area.
- Maintains full family caseload enrollment.
- Initiates and completes registration packet for each child / family.
- Develops transition plans for children and parents moving into Head Start or other preschool programs.

EARLY HEAD START FAMILY FACILITATOR

Page 5 of 8

- Maintains a list of community preschool programs to ensure a smooth transition for children and parents aging out of Early Head Start program.

CASE MANAGEMENT

- Maintains individual records on children including screenings, assessments, referrals, progress reports, documentation of home visitation activities, etc.
- Completes forms, maintains written records and prepares program reports as directed.
- Maintains accurate reports and tracking forms of all services provided to children and families, which include descriptive and supportive data. Tracks each family for compliance with Head Start guidelines. Documents families' contacts within 24 hours of known information.
- Submits all required monthly, quarterly and annual reports in a timely manner.
- Enters child / family information into the data system – education, health, family, nutrition, disabilities, etc. and keeps information updated.
- Utilizes ChildPlus reports to follow up on child/family services.
- Enters family/child information in database (ChildPlus)

OTHER DUTIES:

- Adheres to the Americans with Disabilities Act of 1990 (ADA), which prohibits discriminatory actions toward any qualified individuals. Children with disabilities are enrolled in the classroom as mandated by federal and state laws.
- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within the scope of job classification.

LIMITS OF AUTHORITY

- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency's policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

OTHER REQUIREMENTS:

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray.
- Must meet SB 792 immunization requirement.
- Must meet AB 1207 mandated reporter training requirement.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC's policy.

EARLY HEAD START FAMILY FACILITATOR

Page 6 of 8

- Must complete all background requirements: references, sex offender registry check, livescan checks, a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to always ensure maximum safety for oneself, fellow employees, clients, and children.

PHYSICAL ACTIVITIES

- **Balancing:** Maintaining body equilibrium to prevent falling or tripping when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, stepping stools, ramps, stairs, and the like, using feet and legs and/or hands and arms. Hands and arms may be used for balance, such as holding a railing.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Driving:** Driving is the operation of a motorized passenger vehicle or other vehicle such as forklifts, golf carts, riding mowers.
- **Eye/Hand/Foot Coordination:** Performing work through using two or more body parts or other devices.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- **Fine Manipulation:** Touching, picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.
- **Foot or Leg Controls:** Use of one or both feet or legs to move controls on machinery or equipment. Control includes, and is not limited to, pedals, buttons, levers, or cranks.
- **Gross Manipulation:** Seizing, holding, grasping, turning, or otherwise working with the hand(s). It is often present when lifting involves the hands. Fingers are involved only to the extent that they are an extension of the hand to hold or operate a tool such as tin snips or scissors.
- **Hearing Requirements:** The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes or alarms). This includes in person speech, other remote speech, other sounds, telephone, video conference.

EARLY HEAD START FAMILY FACILITATOR

Page 7 of 8

- **Keyboarding:** Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-Key numeric keypad.
- **Kneeling:** Bending legs at the knees to come to a rest on knee(s).
- **Lifting or Carrying:** Lifting is raising or lowering an object from one level to another. Lifting can include an upward pulling motion. Carrying is to transport an object – usually by holding it in the hands or arms or wearing it on the body.
- **Pushing or Pulling:** Pushing is exerting force upon an object so that the object moves away from the origin of the force. Pulling is exerting force upon an object so that the object moves toward the origin of the force. Pushing or pulling may involve use of hands or arms and/or feet or legs done with one side of the body or both sides.
- **Reaching at or below Shoulder Level:** Reaching at or below the shoulder is present when there is 'Reaching,' but it does not meet the threshold for 'Overhead.' 'Overhead' and 'At or Below the Shoulder Reaching' can be present in the same task.
- **Reaching Overhead -** Extending the arm(s) with the hand(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.
- **Repetitive Motions:** Making frequent on continuous movement.
- **Alternate Standing/Sitting at Will:** The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between standing or sitting as needed.
- **Sitting:** Remaining in a seated position.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- **Standing or Walking:** Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.
- **Stooping:** Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

VISUAL ACUITY

- **Near Visual Acuity:** Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.

EARLY HEAD START FAMILY FACILITATOR

Page 8 of 8

- Far Visual Acuity: Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
- Peripheral Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.