



## JOB POSTING

<b>JOB TITLE:</b>	Family Consultant		
<b>PROJECT:</b>	Mountain States Early Head Start		
<b>LOCATION:</b>	Sandpoint, ID, Bonner County		
<b>STATUS/HOURS:</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<u>40</u> Hours per week	<u>100</u> % FTE
<b>FLSA STATUS:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
<b>PAY:</b>	\$2,733.47 – \$3,120.00 per month		
<b>REPORTS TO:</b>	Center Manager		
<b>POSTING DATES:</b>	6/20/19 to 9/15/19		

### SUMMARY:

The Family Consultant (FC) works directly with an assigned group of pregnant women and children and their families through weekly home visits, is responsible for planning and record keeping, and works as part of a team in supporting other program activities. Using program curriculum, the FC conducts child, pregnant women and family screening and assessment to assist in developing goals and activities that facilitate developmental progress. The FC must be willing to work a flexible schedule, including some evening hours and occasionally weekend hours, and willing to travel for home visits for consultation, training and monitoring.

If the FC is also serving as a coach, they will provide coaching individually and in groups with direct service staff (i.e. Family Consultants and Playgroup staff). Coaches participate in professional development activities and aggregate and analyze data used in the coaching process. Coaches will meet with the Leadership Team to share assessment and outcome results as well as make recommendations on individual, group, and staff development needs as needed.

### Essential Functions/Major Responsibilities

- Provide low-income pregnant women and families with children from birth to age 3 with relationship based services that facilitate child development, child and family health, family development, and self-sufficiency by engaging in mutually respectful goal-oriented partnerships with families
- Plan, facilitate and document weekly home visits as required by Early Head Start Performance Standards that help parents strengthen their relationship with their children as well as use the home environment to create rich learning opportunities for their children
- Participate, as a team member, in playgroup set-up, facilitation, child observations, planning, debriefing, and recordkeeping
- Provide child care for other MSEHS events as determined by the Center Manager
- Enhance parent-child relationships and support parents' role as the first and lifelong educators of their children, implementing curriculum and tracking child outcomes and progress on goals with the parents
- Engage families in jointly planning curriculum and activities that are intentionally aligned with school readiness goals for home visits and playgroups and document their involvement in planning

- Complete required developmental screenings and assessments for each enrolled family; promptly and appropriately address any needs identified during the screening and/or assessment process
- Promote health, good nutrition, safety, and well-being of children and families
- Assist families in identifying family strengths and needs to establish personal and family goals
- Facilitate social networks and group activities that support families' strengths, interests and needs
- Respect and respond appropriately to the culture, language, values, and family structures of each family
- Establish partnerships with families, involving them in all aspects of the program, including advocating for their own children
- Engage families as volunteers in the program and promote Policy Council involvement and leadership
- Assist families in planning for transition out of the program at the end of the child's participation
- Monitor progress of children and families for ongoing planning and reporting of outcomes
- Actively participate in committees, volunteer to support center and community events, provide childcare as needed, and promote the program through recruitment activities
- Accurately and confidentially track and complete all required documentation
- Maintain confidentiality to protect personally identifiable information of children, staff and families
- Maintain appropriate boundaries and the Standards of Conduct and avoid conflicts of interest.

If serving as a FC/Coach, staff will also complete the following responsibilities:

- Provide individual and/or group coaching to direct service staff in a supportive, instructive, and non-judgmental manner
- Collaborate with direct service staff to determine coaching needs and goals
- Model strategies for engaging children and parents in interactions that improve the parent/child relationship and foster optimal child development
- Provide training/technical assistance on program practices, assessment tools and data used during coaching sessions
- Facilitate learning through positive and constructive feedback, incorporating assessment data into instructional planning and practice
- Conduct observations (via video or during home visits/playgroups) and reflect with the direct service staff to identify areas for support
- Assist with data collection, aggregation, analysis, and reporting for overall program
- Use reflective practice and inquiry to support exploratory dialogue and practice
- Maintain friendliness, empathy and respect for staff balanced with the ability to individualize according to learning style and background
- Maintain awareness and understanding of how current research can be translated into home visiting/teaching practices that support progress for children.

### **Other Functions**

- Participate in intensive individual and group coaching
- Collaborate and communicate with other service agencies to ensure that the child and family receive services for which they are eligible and that the services are coordinated; follow up with referrals as required by Performance Standards
- Identify and encourage community members to become involved in program planning, decision making, volunteer activities and evaluation of MSEHS
- Team with other staff in recruitment and enrollment of eligible families, planning and implementing playgroups and other parent events, and making connections in the community
- Regular and predictable attendance is an essential function of this job.

### **Preconditions and Understandings:**

- Be willing to travel between sites for training, coaching, consultation, and monitoring
- Participate in video observations, as part of professional development/coaching activities
- Current driver's license and able to provide proof of State required liability insurance
- Access to a well-maintained vehicle.
- Complete a physical exam and TB screening upon hire. Staff who test positive for TB will be expected to follow medical guidelines. Complete periodic re-exams as prescribed by your health care provider
- Be aware of immunization recommendations as advised by your health care provider, recommendation by the MSEHS Health Services Advisory Committee and the Centers for Disease Control
- Be willing to obtain and maintain CPR/1<sup>st</sup> Aid certification
- Pass a pre-employment criminal background check that meets federal requirements and every 5 years thereafter, if employed.

### **Education and Experience Qualifications**

#### *Minimum requirements:*

- Minimum of a Home Visiting CDA credential (or comparable credential) or the equivalent coursework as part of an Associate or Bachelor's degree
- Highly preferred BA in Child Development or Early Education/Special Education. A combination of education and experience with pregnant women and children up to age 5 may be considered for this position for applicants with related degrees in education, psychology, social work, human services, family services, or counseling
- To comply with Performance Standards, after Nov 7 2016, staff may also be required to receive, at a minimum, a credential or certification in Child Development Home Visiting and/or social work, human services, family services, counseling, or a related field
- Coaching and/or Mentoring experience preferred
- Demonstrate competency to plan and implement home-based learning experiences that ensure effective implementation of the home visit curriculum and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Birth to Five, including for children with disabilities and dual language learners, and build respectful, culturally responsive, and trusting relationships with families
- Knowledge and experience with infants and toddlers, child health, safety, and nutrition as well as adult learning and family/group dynamics
- Knowledge of communicating and motivating people, using community resources, and linking families to community services
- Knowledge and experience working with culturally, developmentally, and age-diverse groups as well as how to establish and maintain positive, trusting relationships with others
- Training and experience necessary to develop consistent, stable and supportive relationships with very young children. The training must develop knowledge of infant and toddler development, safety issues in infant and toddler care (e.g. reducing the risk of Sudden Infant Death Syndrome) and methods of communicating effectively with infants, toddlers, their parents and other staff members
- Proficient with Microsoft Office Suite and computer literacy regarding email and internet use

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

None

### **WORKING CONDITIONS:**

Works in general office environment, in family participants' homes and outdoors.

**PHYSICAL REQUIREMENTS:**

Must be able to tolerate heat and cold, and to drive to family participants' homes in varied weather conditions. Sitting, standing, walking, driving, repeated hand and wrist motions (for computer use) are required. May occasionally be required to lift up to 40 pounds in the classroom.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.*

**To Apply:**

Submit the required Jannus employment application available at [www.msehs.org](http://www.msehs.org) (or [www.jannus.org](http://www.jannus.org)) and your cover letter and resume to [msehs-info@jannus.org](mailto:msehs-info@jannus.org) or fax to 208.664.4683 or deliver to 411 N 15<sup>th</sup>, Suite 200, Coeur d'Alene, ID 83814.

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Jannus, Inc. shall abide by the requirements of 41 CFR sections 60-1.4(a)(7), 60-300.5(a) and (d), 60-741.5(a) and (d), and 29 C.F.R. Part 471, Appendix A to Subpart A, if applicable. These regulations prohibit discrimination against qualified individuals including on the basis of race, color, religion, age, gender, pregnancy, national origin, mental or physical disability, genetic information, sexual orientation or gender identity, veteran status or disability, military status, or any status protected by federal, state or local law and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment women, minorities, qualified protected veterans, and individuals with disabilities.