# ACCEPTING RESUMES

## Head Start Home Visitor

**OhioMeansJobs Post# 3610094**

| Position: | 
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| **Job Description:** | BASIC FUNCTION: Provide services to families with pregnant moms, infants, toddlers, or preschoolers by providing and encouraging developmental educational activities appropriate to the child’s ability, interests, and family customs. Act to ensure that the child and his or her family receives all services available to Head Start families by assisting families to assess their strengths and needs, by supporting parent developed goals and by providing information appropriate to direct service or referral.  
MAJOR RESPONSIBILITIES AND KEY TASKS:  
• Provide, either directly or through referral, early, continuous, intensive, and comprehensive child development and family support services that will enhance the physical, social, emotional, and intellectual development of participating children.  
• Provide services to parents to support their role as parents and to help the families move toward self-sufficiency.  
• Ensure that children with documented behavioral problems, including problems involving behavior related to prior or existing trauma, receive appropriate screening and referral.  
**Company/ Work address:** Ashtabula County Community Action Agency  
4510 Main Street, Ashtabula, OH 44004  
**Hours/Shift:** 40 Hours Weekly - Full time / 1st shift - Monday through Thursday  
**Hourly Wage Range:** $10.86 - $11.87  
**Minimum Education Required:** High School Diploma and experience with a willingness to obtain the CDA credentials.  
**Desired Skills:**  
**EDUCATION AND EXPERIENCE REQUIREMENTS:**  
Preference given to:  
• Associate degree in Child Development or in a related field with 27 hours of qualifying course work.  
• Appropriate Child Development Associate (CDA) credentials.  
• High School Diploma and experience with a willingness to obtain the CDA credentials.  
**EXPECTATIONS:**  
• Must maintain confidentiality within and out of the program.  
• Follow both verbal and written directions.  
• Work as a team member.  
• Maintain a positive attitude.  
• Demonstrate flexibility working with the diverse needs and abilities of families, children, and co-workers.  
• Be prompt and maintain good attendance.  
• Remain current with all certifications, credentials, and non-degree license.  
• Participate in post-secondary education or studies leading to a non-degree license, certificate or credential as required by position or requested by Program Management Staff.  
• Participate in Professional Development trainings as requested by Program Management.  
**How to apply:**  
**Apply for job opening by sending resumes by USPS mail to:**  
ATTN: Tricia Knam  
Ashtabula County Community Action Agency  
4510 Main Street, Ashtabula, OH 44004  
**OPEN DATE 03/26/18**  
**CLOSE DATE 04/26/18**  
**If you need assistance or have any questions, feel free to contact:**  
OhioMeansJobs Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234  
Thank you and best of luck  
OhioMeansJobs Ashtabula County  
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