



**Akron Summit
Community Action, Inc.**

ADVOCATING FOR A POVERTY-FREE COMMUNITY

EMPLOYMENT OPPORTUNITY

- Position:** HOME-BASED VISITOR/CAREGIVER TEACHER
(Infants/Toddlers)
- Department:** Head Start/Early Head Start
- Program:** Early Head Start
- Reports to:** Child Development Center (CDC) Supervisor
- Job Summary:** In accordance with established program standards, state and federal regulations, as applicable, work in collaboration with enrolled families to plan and offer age-appropriate socialization experiences for infants/toddlers with appropriate curriculum, schedules and routines in the home setting and group experiences. Overall responsibilities include: provide support in parent-child activities that encourage developmentally appropriate practices for the changing needs of infants and toddlers; conduct weekly home visits and coordinate two group socializations per month with follow-up documentation; engage families as full partners in their own and children's development; support parents as primary educators of and advocates for their children by helping parents to improve parenting skills and knowledge of community resources; assist parents in arranging and accessing required children's exams and screenings; monitor progress in accomplishing goals developed in partnership with parents; promote parent involvement in parent meetings and other parent-focused activities/events; track and report parent volunteer hours; maintain current record-keeping compliant with program procedures; attend staff meetings, training and workshops; perform other related duties as required
- Requirements:** Completion of post-secondary education with a minimum of a 4-year degree in Early Childhood Education (ECE)/Child Development and two (2) years demonstrated experience working with infants/toddlers; must have a valid State of Ohio Driver's License and transportation, as position requires significant and on-going travel to and from enrolled families' homes and training; computer literacy; Summit County residency; fingerprint and criminal background checks conducted
- Pay Rate:** \$15.63 p/hr., Pay Level 9 (4-Year Degree, ECE/Child Development)
- Benefits:** Medical, Life, Dental, Vision, Prescription, 403-b Retirement Plan with employer matching, Paid Holidays, Employee Assistance Program and other benefits as applicable to work classification
- Classification/FSLA:** Regular, Full-time /Non-exempt
- Work Schedule:** 11-month normal work schedule (September- July; off month of August)
- Site Assignment:** Child Development Centers are located throughout Summit County. Worksite/home-site assignments are based on program needs and subject to change during the course of employment
- Postings Dates:** 07/24/2015- CONTINUOUS UNTIL FILLED
- Send Resume/
Application to:** Akron Summit Community Action, Inc.
Human Resources Department
55 East Mill Street, Akron, Ohio 44308

Or, E-mail resume to resumes@ascainc.org

*This position is subject to Ohio Association of Public Schools Employees-Local 146 Participation

NO PHONE CALLS. Applicants selected for an interview will be contacted. Applications/resumes are kept on file for 6-months.
For employment opportunities and other agency information visit www.ascainc.org At-Will Employment/EOE