

Worcester Community Action Council, Inc.
484 Main Street, 2nd Floor
Worcester MA 01608
(508) 754-1176
MEMORANDUM

Early Head Start Home Visitor, Full Time, 37.5 Hours

Worcester Community Action Council, Inc. is seeking a qualified professional for a full time (37.5 hours) open position in our Southbridge location to maintain and strengthen families through the Early Head Start Program.

Qualifications:

AA in Early Childhood Education or related field, Bachelor's preferred
Bilingual English/Spanish preferred
Ability to successfully complete a CORI review annually

Special Certification or Documentation:

Evidence of negative Mantoux, required by DEEC
Mandatory physical every two years
First Aid and CPR Certificates

Duties and Responsibilities:

Responsible to complete infant and toddlers' screenings, assessments within 45 days of enrollment
Assist families and facilitate child development, support parental roles and promote self-sufficiency
Provide supportive services to expectant parents that are flexible and responsive to family needs
Referral to community service agencies and follow-up to ensure families receive the services
Encourage parents to attend socials and meetings and arrange transportation as needed
Maintain Program records on all families and children in the program
Strong computer skills with Microsoft office experience
Must have physical ability to lift infants and toddlers
Must be able to visit homes that are not handicap accessible
Must have a valid driver's license and reliable transportation
Comply with WCAC Head Start's abuse and neglect policies

This is a full time position with an excellent benefit package to include Medical & Dental, 100% paid life insurance, 403(b) retirement plan, mileage reimbursement, professional development and generous paid time off.

Send cover letter and resume specifying position to: Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608. AA/EOE.