



**WORCESTER COMMUNITY ACTION COUNCIL, INC.**  
**The Antipoverty Agency for Central Massachusetts**  
484 Main Street, 2<sup>nd</sup> Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810  
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: [www.wcac.net](http://www.wcac.net)

## **Early Head Start, Family Educator, Full Time (37.5 hrs/wk)**

WCAC is seeking a qualified professional for a full time position in our Southbridge location to maintain and strengthen families through the Early Head Start (EHS) program. Our program operates as a home-based model serving families from pregnancy through age three. The focus is to involve the parent or the primary care giver in the education of their child. Weekly home visits provide the opportunity for parenting support, education as well as community referrals.

### **Qualifications:**

- Associate's degree in Early Childhood Education or related field, Bachelor's degree preferred.
- Knowledge of human services needs and community resources.
- Ability to work effectively with a diverse population.
- Must have strong communication skills.
- Ability to speak Spanish, a plus.
- Must have effective time management and organizational skills.
- Strong computer skills and knowledge of Microsoft Office. Ability to learn the programs used within the agency.

### **Special Certification or Documentation:**

- Ability to successfully complete a CORI/SORI/DCF review annually.
- Physical ability to lift a child up to 50lbs.
- Physical ability to visit homes that are not handicapped accessible.
- Valid driver's license and reliable transportation.
- Evening and weekend hours maybe required to meet the needs of the families in the program;
- Mandatory physical every two years and Mantoux test, required by DEEC. Hepatitis B (optional).
- First Aid and CPR Certificates for infants and children.

### **Duties and Responsibilities:**

- Facilitate child development, support parental roles and promote self-sufficiency in 90 minute weekly home visits.
- Use the home environment to assist parents in creating learning opportunities that build on everyday routines and support their child's development.
- Plan and evaluate children's goals for home visits and socializations.
- Provide supportive services to expectant parents that are flexible, responsive to family needs, complement community resources and build on family strengths and resources.
- Responsible to complete infant and toddlers' screenings, assessments, vision and weight within 45 days of enrollment.
- Enter and maintain up to date information for all families in the database including family reviews, home visit forms, plans for socialization, monthly reports and all other paperwork required by the program.
- Complete a safety check list in children's homes and follow up as needed.
- Plan and participate socialization activities, lead groups as needed. Encourage parent attendance and arrange transportation.
- Act as a liaison and advocate between families and community resources. Make referrals, including Early Intervention services, and follow up as needed.
- Meet with Head Start Case Managers to coordinate services for families in a dual program.

**Send cover letter and resume specifying position via email to [hr@wcac.net](mailto:hr@wcac.net) or to the Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608.**