

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Home Visitation Liaison
Department: Clovis Adult Education **FLSA:** Non-exempt
Reports To: Clovis Family Literacy Program Director **Pay Grade:** 11

SUMMARY

In the Southeast Asian Home Visitor Program (SAHVP), the visitation liaison will provide early literacy training for parents and children, model positive practices for parents, and educate parents and children on health and safety issues as an extension of, and feeder into, the Clovis Family Literacy and CBET programs through the Clovis Adult Education (CAE) site.

NATURE AND SCOPE

Under the supervision of the Clovis Family Literacy Program and CBET Director, the SAHVP liaison will independently perform the duties of the position following well-established and defined policies, procedures and mandated regulations. Requires appropriate pre-home visit planning, judgment and discretion to determine methods of communication in order to address the assessed needs of each individual family. Contacts and interactions are such that empathy, tact, diplomacy and persuasion are common communication tools. A general knowledge of the developmental stages of children’s growth along with a strong level of integrity and confidentiality are required. A basic skill level of clerical and record keeping duties is required.

DISTINGUISHING CHARACTERISTICS

This is a classified position in the Clovis Family Literacy Program’s SAHVP. Advancement is dependent on experience and additional educational training, credentials and/or degrees.

ESSENTIAL TYPES OF DUTIES (Examples)

Responsibilities and duties are geared toward, but are not limited to, the following:

- Strengthening families by providing home visits with educational programs.
- Improving family function by empowering limited and non-English speaking parents to become more knowledgeable “first teachers” and partners who meet their children’s educational, emotional, health and social growth and developmental needs.
- Promoting healthy children by providing health education and guidance for parents.
- Improving child development by referring families with special needs children to resources to meet those needs.

QUALIFICATIONS

Knowledge and Skills: Requires a basic knowledge of child guidance, practices and principles as well as an understanding of the goals and objectives of the SAHVP and Clovis Family Literacy Programs.

Must possess an understanding of the target community and familiarity with the cultural background of minority, ethnic and disadvantaged groups. Requires knowledge of correct oral and written English language skills as well as the designated second language. Must have good clerical, general record keeping and strong communication skills. Requires knowledge of interpersonal skills using tact, patience and presentation of professional demeanor at all times.

Abilities: Must have the ability to perform the designated responsibilities and duties of the position with minimal monitoring and supervision. Must demonstrate competence in executing directives related to the interaction and instruction of second language families, while understanding the individual needs and differences of each family within the target group. Requires the ability to organize, plan and prioritize duties in order to meet designated schedules and timelines. Must be able to analyze situations and develop and implement appropriate and effective responses. Requires the ability to motivate, encourage and inspire active family participation through guidance and developmental experiences and activities for both parents and children.

Physical Abilities: Must be able to provide and operate a vehicle for home visitation purposes. Must be able to transport materials independently from base site to auto to visitation site. Requires the physical ability to comfortably lift weights up to 25 pounds.

Education and Experience: A combination of experience and training that would provide the required knowledge and training to successfully execute the duties and requirements of the position (Samples provided below)

- One year of experience or training involving public contact in a bilingual community involving both children and adults.
- Evidence of experience or training in child development.
- Evidence of successful completion of a twelfth grade education.
- Clerical skill training or experience involving simple record keeping, filing and typing/word processing.

License or Certificate: Must possess a valid California Driver's License.