



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: employment@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

Bi-Lingual Early Head Start Family Educator

Division: Early Childhood

Department: Head Start

Supervisor: Early Head Start Home Base Manager

FLSA: Non Exempt – Non Union

Qualifications:

1. Associates Degree required in social services, early childhood education or related field; Bachelor Degree preferred. As a condition for employment, an employee must enroll in a Child Development Associate (CDA), for a Home Visitor CDA credential upon employment and successfully complete the certification with nine (9) months of hire date.
2. Experience working with low income families with young children of various racial, social and cultural backgrounds preferred.
3. Must be able to meet the physical demands of the job.
4. Bilingual in Spanish required.
5. Must be willing to travel to various meetings and trainings.
6. Valid Michigan Driver's License and reliable transportation required.

Job Mission:

Responsible for building strong relationships with Early Head Start families to help them achieve progress on family and child development goals.

Performance Standards:

1. Conduct weekly home visits providing the family with developmentally appropriate activities to enhance child development and healthy parent-child relationships.
2. Facilitate group socializations and other family group activities as required by Head Start Performance Standards.
3. Provide needs assessment, goal setting, support, referrals, advocacy, and case management, follow-up.
4. Administer standardized screenings and assessments.
5. Monitor and educate parents with respect to children's health status as it relates to the Head Start Performance Standards and EPSDT.
6. Maintain appropriate records, complete monthly reports, team meetings and perform all other duties as directed by supervisor.

Hours & Wage

\$17.24 per hour (Associate Degree)

\$17.79 per hour (Bachelor Degree)

40 hours per week; 52 weeks per year

OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER

Job Title: Bi-Lingual Early Head Start Family Educator

Division: Early Childhood

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	6	This position varies daily, driving to multiple sites and several floors.
Stand	2	Picking up children and/or supplies.
Walk	4	Interactions with children, families and staff on a daily basis.
Bend/Stoop	4	Bending down to pick up children or supplies.

Movements	Yes/No	Comments
Crawl	Yes	
Reach above	Yes	
Crouch	Yes	
Balancing	Yes	
Squat	Yes	
Climb	Yes	
Shoulder level	Yes	
Kneel	Yes	
Pushing	Yes	

	Pounds	Comments
Weight Carried	26-50 lbs.	Carrying supplies to the home visits.

	Pounds	Comments
Weight Lifted	26-50 lbs.	Carrying supplies to the home visits.

Date: September 10, 2021