



Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243

(760) 482-2600 • Fax (760) 482-2750

website: www.ivrop.org

Edwin P. Obergfell
Superintendent

ANNOUNCEMENT OF POSITION VACANCY

September 10, 2021

TO: Candidates and Placement Agencies

VACANCY: **Parent Home Visitor**
Project NENES
1 Part-time
Position contingent upon funding

LOCATION OF JOB: Imperial County, CA

APPLY AT: Imperial Valley Regional Occupational Program
687 State Street, El Centro, CA 92243
Office (760) 482-2600
or www.edjoin.org

DEADLINE FOR FILING: September 23, 2021, 5:00 pm, or until filled

SALARY: \$14.90, per hour

IMMEDIATE SUPERVISOR: Maria Lopez-Pantoja, Project Coordinator

INTERESTED QUALIFIED
APPLICANTS SUBMIT: 1) Completed Classified Application Form
2) Resume of Education and Work Experience
3) Cover Letter

NOTE: Only original applications will be accepted. No faxed copies or postmarks will be accepted. Application must be submitted directly to IVROP Administrative Office mailbox or at www.edjoin.org.

The IVROP shall require that each new employee obtain a medical, pre-employment physical examination and testing for drugs from a licensed medical doctor or provider chosen by the IVROP at the IVROP's cost. The examination results remain confidential.

To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.

EQUAL OPPORTUNITY EMPLOYER
WOMEN & MINORITIES ARE ENCOURAGED TO APPLY

Imperial Valley Regional Occupational Program

JOB DESCRIPTION

Job Title: **Parent Home Visitor**

Position Scope:

Under the direction of the assigned supervisor, the Parent Home Visitor will work with the assigned families to administer the Home Instruction for Parents of Preschool Youngsters (HIPPY) program.

Essential Duties:

1. Prepare and conduct educational lessons.
2. Visit participating parents and exempt child care providers in their homes.
3. Instruct parents in using HIPPY educational materials.
4. Plan weekly meetings to role play weekly activities.
5. Provide enrichment activities to parents.
6. Participate in monthly group support meetings.
7. Maintain records of visits, progress and obstacles identified.
8. Refer participants to outside agencies, as needed.
9. Maintain confidentiality regarding participants, students, personnel, and all internal organization information.
10. Perform other related duties assigned by the Supervisor.

Education, Experience and Skills Required:

1. High School diploma or equivalent.
2. Prior experience with HIPPY curriculum required.
3. Ability to type 30 wpm and do basic business arithmetic.
4. Ability to read, write and communicate effectively in English.
5. Ability to drive a personal vehicle to conduct work; travel to other sites; meetings and workshops; travel in county and out of county.
6. Practical application of MS Word, MS Excel, MS Outlook and MS PowerPoint for Windows is required.
7. Ability to use standard office machines such as a personal computer, calculator, copier, fax machine, telephone, etc.
8. Valid California Driver's License and evidence of minimum liability insurance.

Physical Requirements: Visual/hearing ability sufficient to comprehend written/verbal and telephone communication. Ability to sit for long periods, standing, computer entry, walking, reaching, repeated bending, lifting and carrying up to 20 lbs. Ability to travel within and outside the county as needed.

Environmental Requirements: Must be able to work indoors in a predominately sedentary position. Wide range of physical motion required to include bending, twisting, standing, walking, carrying boxes and supplies, sitting for long periods of time, answering the telephone, using hands to type and enter data and perform a wide-range of office and clerical duties. **This position may involve activities, such as instruct parents in using HIPPY educational materials, which require in-person interactions that may increase the risk of being exposed to COVID-19 and other communicable diseases.**

Scheduling and Availability: Standard work schedule, Monday through Friday with an hour for lunch. This is a non-exempt position. Employee must be willing to work additional hours when requested and willing to assist other departments during staffing shortages as needed. Position is a 20 to 29 hours per week and may require a flexible schedule that includes working evenings or weekends.