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The Menominee-Delta-Schoolcraft Community Action Agency & Human Resources Authority, Inc. is currently accepting applications for the following position:

**Job Title:** Early Head Start Home Visitor  
**Position Type:** Part-time, hourly, non-exempt  
**Hours:** 20 hours/52 weeks  
**Location:** Delta County

**Pay Range:** \$19.90-\$24.94 depending on education and experience.

**Benefits:** Benefits include paid time off; 403(b) retirement plan; and access to our Employee Assistance Program.

**Job Summary:** The EHS Home Visitors provide weekly home visits to families in the program with the goal of strengthening bonds between children and their parents.

**Qualifications:** Home-based CDA credential or equivalent coursework as part of an associate or bachelor's degree is required. A bachelor's degree in early childhood education, human services or related field preferred. Previous experience in a preschool or family services setting is required. Experience providing child development and support services to families of young children, and/or pregnant women in a home setting is preferred.

**How to Apply:** A full job description and application can be found on our website ([www.mdscaa.org/job-board](http://www.mdscaa.org/job-board)).

Applications can be completed using the following link: <https://pdf.ac/2X1yo9>

A paper application can also be picked up at any of our centers and sent to MDSCAA, Attention: Human Resources, 111 N 5<sup>th</sup> St, Escanaba, MI 49829 **OR** emailed to [hr@mdsecp.org](mailto:hr@mdsecp.org).

*Posting will close on February 25<sup>th</sup>, 2026.*

Menominee-Delta-Schoolcraft Community Action Agency & Human Resources Authority, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, height, weight, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.



**Job Title:** EHS Home Visitor  
**Program:** Early Childhood  
**Location:** As assigned  
**Classification:** Non-exempt, hourly

**Revised:** 10/2024  
**Reports To:** Family Community Coordinator & Education Coordinator  
**Supervises:** None

### POSITION OVERVIEW

The EHS Home Visitors provide weekly home visits to families in the program with the goal of strengthening bonds between children and their parents.

### EDUCATION & EXPERIENCE

- Home-based CDA credential or equivalent coursework as part of an associate or bachelor's degree is required.
- A bachelor's degree in early childhood education is preferred. An associate's degree in early childhood education or bachelor's degree in a human services field may be accepted.
- Previous experience in a preschool or family services setting in any capacity required.
- Experience providing child development and support services to families of young children, and/or pregnant women in a home setting is preferred.

### REQUIRED SKILLS/ABILITIES

- Working knowledge of computers, including Microsoft Office and other software programs.
- Excellent written and verbal communication skills.
- Adhere to strict client confidentiality.
- Submit to criminal background check.

### DUTIES/RESPONSIBILITIES

1. Ensure constant and active supervision is maintained when staff members are working with children, in any capacity.
2. Prioritize health and safety of children in the care of the program in any capacity.
3. Provide opportunities in the home and during socializations which increase parent understanding of child development and encourage the growth of positive parent-child relationships and parenting skills.
4. Demonstrate competency to plan and implement home-based learning experiences that ensure effective implementation of the home visiting curriculum and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages: Birth to Five, including for children with disabilities and dual language learners.
5. Work in partnership with parents to identify, implement and monitor progress towards individualized goals that address parent, child and family needs.
6. Assist in planning, implementing, and tracking child health, pregnancy and post-partum services, nutrition, and special needs.
7. Provide parent education and resources around child health and nutrition.

8. Provide referral assistance and guidance to families in crisis.
9. Advocate on behalf of children and families by identifying resources to address the needs of families to assure cooperation and information sharing.
10. Support parents in the development of advocacy skills.
11. Serve as lead of the center team in planning, promoting and facilitating center parent involvement activities to include center parent groups parenting classes, and other parent involvement activities, as assigned.
12. Assist with parent involvement activities as assigned, to include, but not limited to: providing child care, food service, activity prep, and clean up.
13. Participate in recruitment efforts as assigned or needed.
14. Schedule and complete enrollment applications for the Early Childhood Program in an accurate and timely manner.
15. Facilitate the transition of children and families exiting the program.
17. Develop and implement ongoing professional development goals as approved and/or assigned.
18. Actively support program efforts to initiate and maintain community partnerships to promote communication, cooperation and sharing of information among local, state or national committees/advisory groups/boards to improve services to children and families.
19. Develop and maintain competency in the use of a variety of technology systems as directed by supervisor. Complete all documentation and reporting requirements in an accurate and timely manner.
20. Support the program's efforts to generate Non-Federal Share.
21. Maintain regular and punctual work attendance.
22. Abide by all CAA/Early Childhood Personnel Policies.
23. Identify as a mandated reporter and follow all mandatory child abuse/neglect reporting procedures set forth by the program.

#### **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

- Prolonged periods of sitting at a desk and working on a computer.
- Prolonged periods of standing, walking, bending, kneeling, pushing and/or pulling.
- Prolonged periods of driving a vehicle.
- Must be able to lift up to 50 pounds occasionally.
- Possible exposure to inclement weather conditions and hazardous driving conditions.

**This job description is not designed to cover or contain a comprehensive listing of job duties or responsibilities. Duties may be changed at any time with or without notice.**