

Home Visitor Job Description

KEY RESPONSIBILITIES

1. Monitoring and Visiting child care Provider homes

- Leverage RECE expertise to ensure that all homes/Providers meet and exceed all Wee Watch rules and regulations and all licensed home childcare requirements under the Child Care and Early Years Act (2014)
- Conduct unscheduled home visit to each Provider's home every calendar **month** to:
 - observe and interact with the day care children to ensure they are safe, happy, and stimulated
 - ensure all policies, procedures and regulations are met
 - ensure a program is in place in the home and is appropriate for each child's age and stage of development
 - Provide resources and guidance to Providers
- Conduct **quarterly** Home Visits to:
 - Complete Wee Watch Site Safety Checklist
 - Complete Ministry of Education Site Safety Checklist
 - Review Serious Occurrence Procedures and Fire Evacuation Plan
- Respond to and assist as required with Serious Occurrences in the home
- **Conduct Screening interviews for prospective new Providers and Initial Home Site safety**

2. Provider Support and Development

- Conduct Annual Review of Wee Watch Rules and Regulations with all Providers
- Leverage RECE expertise to coach and mentor Providers on child development and child guidance techniques and to provide overall guidance and support
- Plan and deliver Provider Professional Development workshops
- Provide resources monthly to all Providers
- **Deliver Provider Orientation training for any new Providers.**

3. Parent Support

- Communicates in home observations through Home Visit reports for Parents
- Provide consultation or referrals to agencies or support for parents as requested
- **Deliver Parent Orientations for new enrollments.**

4. Administration

- Complete comprehensive Home Visit reports for each visit with Provider and submit to Agency Supervisor on time for review
- Complete accurate and comprehensive Child Home Visit reports for every child seen every month for delivery to parents
- As required, issue Notice of Deficiency or Follow-up forms to Providers (when requirements are not met)

***items in red vary by agency and may or may not be part of the role**