

# Home Visitor

LifeWorks Community Action, Inc

Ballston Spa, NY

Education Coordinator

Full-time

Onsite

\$20.06 - \$20.06 an hour

Posted on November 2, 2023

## Organization Statement

LifeWorks Community Action is a community of neighbors helping neighbors build bright and stable futures. We have a strong network of programs to help our neighbors address their immediate needs and overcome the challenges of poverty. If we do not have the support someone is looking for, we make sure they are connected to an organization that does.

LifeWorks Community Action, formerly Saratoga County Economic Opportunity Council, is a nonprofit that helps thousands of neighbors each year overcome the challenges of poverty by providing food, early childhood education, energy services, health and wellness, and immigrant services. Popular programs include The Pantry in Ballston Spa and The Kitchen in Saratoga Springs, as well as Head Start, WIC and Weatherization. *Help Starts Here.*

LifeWorks Community Action promotes diversity, equity and inclusion in all agency programs and services. We welcome applicants with diverse backgrounds who embrace and support an inclusive and equitable work environment. **EOE**

## Job Description

The Home Visitor works with families to assesses and identify barriers that impede school readiness and strengths that can encourage school readiness. The position is mobile and requires staff to complete home visits as described.

## Responsibilities

- Provide each family on the caseload with a weekly home visit to provide family-centered services that facilitate child development, support parental roles and promote self-sufficiency.

- Develop developmentally appropriate activities related to the individual child. Work with the parent to develop an individual plan for his/her child to include goal setting based on identified needs.
- Identify child and family needs. Support social and emotional development and provides positive guidance and discipline.
- Support parent involvement in program activities. Encourage parent involvement in Head Start and other agency programs.
- Must demonstrate a commitment to equity, diversity and an understanding /willingness to learn about systemic barriers to economic mobility.

## Qualifications

- Minimum of a Home-Based CDA credential or comparable credential, or equivalent coursework with 12 Early Childhood Education credits as part of an Associate's or Bachelor's degree.
- Must be skilled in communicating and motivating people. Position requires strong advocacy skills relating to health and social services in support of families. Must have knowledge of community resources and the skills to link families to the appropriate agencies and services.
- Provide customer service that is responsive to the unique needs and culture of families, such as single parents, grandparents as caregivers, co-parenting relationships, LGBTQ families, non-English speaking, teen parents, domestic violence situations and more.
- Computer skills and knowledge of Windows, Microsoft Word, Outlook and Excel, Google Docs, Zoom or other online meeting platforms. Familiarity with mobile devices, online training platforms and software applications helpful.
- Must have a valid license, possess a vehicle for shopping as needed and be insurable to drive an agency vehicle on roads in varying weather conditions.
- **Minimum Education Level:** CDA Credential
- **Preferred Education Level:** Associate's Degree

## Application Instructions

Interested candidates please send a resume and cover letter to the Director of Human Resources for LifeWorks Community action via [hr@lifeworksaction.org](mailto:hr@lifeworksaction.org) or visit our website and complete an employment application at <https://www.lifeworksaction.org/careers> and send in via

email.Â Â

---

Downloaded from Early Childhood Job Board on December 20, 2025

Source URL: <https://earlychildhoodny.org/cdsc/job.php?job=4418>