



50 East 168th Street, Bronx, New York 10452

[www.WHEDco.org](http://www.WHEDco.org)

**Title:** Home Visitor Specialist  
**Location:** 1309 Louis Nine Blvd, Bronx NY 10459 (Main Office)  
**Reports to:** Vice President, Home Based Childcare Services

The Women's Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco's mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See [www.whedco.org](http://www.whedco.org) for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, gender, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

#### **Job Summary:**

The Home Visitor is responsible for conducting home inspections of legally-exempt and licensed/registered childcare caregivers ensuring standards for health and safety are met in accordance with state regulations. The role also requires the recruitment, monitoring and coaching of participants in the Child and Adult Care Food Program (CACFP), completion of enrollment, and technical assistance and training to encourage active participation of new enrollees.

**This position requires home visits throughout the City.** The Home Visitor will be based out of WHEDco's offices in the Bronx, but will spend three days per week in the field.

#### **Primary Responsibilities:**

- Conduct announced and unannounced home inspections throughout the City;
- Complete inspections reports and document in CTS and Minute Menu as required;
- Develop Corrective Action Plans and establish timelines for completion;
- Provide technical assistance, coaching and support to providers as needed to increase quality childcare and provider skills;
- Recruit and enroll providers in CACFP;
- Provide support for increased program retention;
- Provide individualized training on CACFP claim processing, menu and attendance requirements;
- Conduct 28-day visit for new CACFP participants.

**Qualifications:**

- BA in social services, nutrition or education, preferred;
- Experience or demonstrated interest in working in social services;
- Bilingual strongly preferred;
- Strong written and oral communications skills, including the ability to interact with individuals from diverse backgrounds and with diverse communication styles;
- Basic data entry and computer skills required;
- Must be comfortable with and physically able to visit daycare homes throughout NYC ;
- Ability to work independently with minimal supervision;
- Experience with family child care or legally-exempt childcare, preferred.

Excellent benefits and competitive salary based on experience.

To respond, send a cover letter and resume to one of the following:

Email: [HBCCrecruiting@whedco.org](mailto:HBCCrecruiting@whedco.org) (Please include your name and "Home Visitor Specialist" in the subject line.)

Mail: WHEDco, 50 East 168<sup>th</sup> Street, Bronx, NY 10452

Attn: VP, Home Based Childcare Services

Application Deadline: Rolling, until filled.