



Book Babies

At IMPRINTS CARES

Job Opening: Book Babies at Imprints Cares Team Leader

Imprints Cares is a nonprofit in Winston-Salem, North Carolina, whose mission is to enrich children's development while supporting their parents on the journey of parenthood. We believe that every child has tremendous potential and that, given the right resources and necessary support for both them and their family members, children will thrive.

Imprints Cares is bringing a new program to Forsyth County, *Book Babies at Imprints Cares*. Originally implemented as a core program of Book Harvest in Durham, North Carolina, this program provides a pipeline of books and home-based literacy support to children from their earliest

days. A family receives home visits from a member of our Book Babies team and a selection of age-appropriate books at regular intervals from birth until the enrolled child begins kindergarten.

This program is working with researchers at the Duke University Center for Child and Family Policy, as part of a longitudinal randomized control trial evaluation.

The full-time Book Babies Team Leader will work 40 hours per week and will be responsible for supporting all aspects of Book Babies at Imprints Cares. This person will work closely with the team from Book Harvest to ensure fidelity with the Book Babies model and with the team from Duke University to measure effectiveness of the program and to track individual outcomes.

Responsibilities include but are not limited to:

Referral and initial visit

- Receive referrals from Forsyth Connects, the Downtown Health Plaza and other community agencies
- Input referral contact information into database
- Call referrals and arrange intake visit
- Visit new parent participant at home

Home Visits

- Deliver books
- Share reading tips
- Model reading and other age-appropriate literacy activities
- Conduct questionnaire
- Write up visit notes

Data Entry

- Update all changes to contact information
- Keep database updated
- Input questionnaire responses

Evaluation

- Book Babies at Imprints Cares is participating in a longitudinal randomized control trial evaluation. The Team Leader will work closely with the team from Duke University's Child and Family Policy

- Home visitors will be responsible for book deliveries of control group (Group B), collection of data, and the administration of assessments
- Attend meetings with the Center for Child and Family policy as needed

Between Visits

- Inventory books
- Order new books
- Sort books for delivery
- Manage group texts to enrolled families
- Attend Book Babies meetings
- Communicate with volunteers and partners

Other

- Prepare and manage two celebrations each year for enrolled families
- Meet with Book Harvest staff and other team members to review progress and troubleshoot challenges
- Assist in research as appropriate

Qualifications/Characteristics

The ideal candidate will have:

- Bachelor's degree in sociology, education, psychology or related area
- Fluency in both Spanish and English
- Exceptional organizational skills
- Strong interpersonal skills and warmth
- Expertise and/or experience with home visiting, parent engagement and/or early childhood literacy
- Strong oral and written communication skills, an enthusiasm for team work, and persistence
- Experience managing data

Candidates for this position should be comfortable with a flexible schedule; making home visits at night or on weekends is required.

Imprints Cares is an Equal Employment Opportunity employer. We offer a competitive salary and an engaging, purposeful workplace culture. People of color are strongly encouraged to apply.

Imprints Cares is committed to protecting children through its child safeguarding policies. All staff are subjected to criminal background checks and held to high standards of child protection.

If you are interested in applying for the position of Book Babies at Imprints Cares Team Leader, please submit a **resume, contact info for two references, and a cover letter** to Cindy McManus, Office Manager at cmcmanus@imprintscares.org . No phone calls, please.

The priority deadline for receipt of applications is **Wednesday, January 31, 2018**.