

JOB DESCRIPTION

JOB TITLE: Book Babies Home Visitor - Bilingual

STATUS: Part-Time Non-Exempt

Job: Code: BBHV-0618

The Book Babies bilingual home visitor serves as an ambassador to Imprints Cares. Imprints Cares is an early childhood education nonprofit, our mission is to enrich the lives of young children while supporting families on their journey through parenthood. The Book Babies bilingual home visitor is responsible for supporting all aspects of the Book Babies program, with special emphasis on Spanish speaking and bilingual families. Home visits are provided from early infancy (≤ 4 months old) to entrance into kindergarten. Through provision of books and literacy information, positive parent education and family support, the bilingual home visitor builds a trusting relationship with the family to enhance the literacy rich home environment, increase parent bonding through reading, and work with parents to help their child learn, grow, and thrive.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Enroll referred families into program
- Schedule and conduct in-person or virtual home visits with families
- Prepare materials for visits and review data from previous visit
- Deliver books and curriculum materials
- Share reading tips, model reading and literacy activities, discuss literacy goals and language milestones
- Complete questionnaire and assessments as needed
- Update all changes to client contact information
- Document visit notes in Word and Access database
- Participate in Book Babies group celebrations and activities
- Assist team with administrative duties as needed
- Other duties as directed by Supervisor
- Serves as an ambassador of Imprints Cares; is actively engaged in driving the mission of the organization

MINIMUM QUALIFICATIONS:

- Associates degree or bachelor's degree in education, psychology, sociology or related field preferred, but not required
- Minimum of two years of experience working with young children and families
- Exceptional organizational skills

The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the people so classified, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

- 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 teamwork, and persistence
- Experience managing data
- Fluent in both Spanish and English
- Should be comfortable with a flexible schedule; making home visits during the evening or on weekends is required

Must provide their own transportation for home visits.

REPORTING RELATIONSHIP:

The Book Babies Home Visitor will report directly to the Ready for School Assistant Director of Early Literacy, with a secondary reporting responsibility to Imprints Cares Ready for School Director.

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