



## JOB DESCRIPTION

**JOB TITLE:** Book Babies Home Visitor

**STATUS:** Part-Time Non-Exempt

**Job: Code:** BBHV-0618

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The Book Babies 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 Home Visitor provides home visits from early infancy ( $\leq 4$  months old) to entrance into kindergarten and supports all aspects of the Book Babies program. Through provision of books and literacy information, positive parent education and family support, the 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 in-person or virtual 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 database.
- Document assessments as needed.
- Report program activities as needed.
- Participate in Book Babies group celebrations and activities. Assist team with administrative duties as needed. Update all changes to contact information.
- Support the OneTeam culture of Imprints Cares.
- Serves as an ambassador of Imprints Cares; is actively engaged in driving the mission of the organization.

### **MINIMUM QUALIFICATIONS:**

*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.*

- Associates degree or bachelor's degree in sociology, education, psychology or related field preferred, but not required.
- Minimum of two years of experience working with young children and families.
- Exceptional organizational skills.
- Strong interpersonal skills and warmth.
- Expertise and/or experience with home visiting, parent engagement and/or early childhood development and literacy.
- Strong oral and written communication skills, an enthusiasm for teamwork, and persistence.
- Experience managing data.
- Fluent in both Spanish and English preferred, but not required.
- 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 Home Visitor will report directly to the Assistant Director for Early Literacy with a secondary reporting responsibility to Imprints Cares Pediatric Parenting Connections Director.

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