

## **Early Head Start/MIECHV Home Visitor (Bilingual English/Spanish)**

**CLASSIFICATION:** Non-exempt

**WORK SCHEDULE:** Full-time, 40 hours per week, M-F

**PAY/SALARY:** TBD

**LOCATION:** Salem, OR

Family Building Blocks (FBB) is accepting applications for a full-time bilingual **English/Spanish Early Head Start/MIECHV Home Visitor** that will work in Salem.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk counties. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "Keeping Children Safe and Families Together" is the foundation that helps us build strength in our communities, large and small. We are committed to putting families at the center of our work.

Do you enjoy working in a fast-paced environment? Want to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly? Take a few minutes to learn more about our organization and this position. Join our team!

### **Primary Purpose**

The Early Head Start (EHS) Home-based Teacher at Family Building Blocks encourages the development of a safe, nurturing home learning environment for infants and toddlers, identifying family strengths and recognizing parents as the child's first teachers. Weekly home visits to families focus on child development and family support in the following ways: giving parents additional tools to be their child's first teacher and advocate, providing developmentally appropriate parenting information, supporting family goals, health tracking, completing developmental screenings and assessment for children and helping families access to community resources. This position serves EHS families voluntarily participating in a two-year long research and evaluation project requiring families to respond to research-specific questionnaires and surveys at regular intervals. All activities occur in accordance with the Head Start Performance Standards, the Head Start Act and the requirements of the Oregon Maternal Infant and Early Childhood Home Visiting Initiative (MIECHV) Project.

This position requires bilingual English/Spanish skills to communicate fluently with the children and families to provide specialized instruction for the purpose of developing the child's ability to socialize. This may involve integrating elements from the native cultures/language as well as developing strategies to plan activities, projects, games and group activities that will encourage the child to learn new material and interact both in native and non-native language.

Translating and utilizing Spanish materials.

This position requires a flexible schedule to meet the availability of families and schedule home visits, participate in program activities that may include occasional overtime, late and/or early mornings. This position works with at-risk parents in their homes. Home Visitors are required to travel frequently to perform home visits and occasionally to visit other sites and attend trainings/meetings.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **50% HOME VISITS**

- Provide weekly 90 minute educational home visits that are responsive to individual family's needs, interests, and learning styles. Families may include prenatal mothers.
- Utilize Growing Great Kids curriculum as the primary home visiting curriculum, and other evidence-based curriculum as needed
- Assess home environments for safety and provide parents with information and resources to strengthen the home environment as a safe learning environment for young children
- Encourage family literacy by modeling reading for infants and toddlers at home visits, and providing parents with additional resources and support to promote their own literacy and education
- Assist with planning and implementing parent education opportunities (workshops, classes and parent training to support family goals and self-sufficiency
- Assist families to create goals (Family Partnership Agreements) that promote family self-sufficiency and a healthy, nurturing home learning environment for infants and toddlers while encouraging parents to participate in program activities and complete Weekly Parenting Plans
- Model appropriate positive child guidance techniques with parents, while encouraging positive parent-child interactions

### **25% EHS/MIECHV RECORDS**

- Maintain accurate and timely written records including assessments, special education documentation, screenings, home visit records, monthly home visit completion tracking, and transition plans for graduating children
- Complete questionnaires and surveys as required
- Enter data into the EHS database and file all records as required
- Retain records of call logs and text messages

### **10% SCREENINGS**

- Complete child/prenatal health, nutrition and developmental screenings, assessments and research questionnaires at the required intervals and submit promptly for data collection

- Work cooperatively with the Health Coordinator to complete required health monitoring activities in a timely manner and communicate results
- Meet regularly with other staff, including the mental health consultant (as needed) regarding each child's status and progress

**5% EHS POLICY COUNCIL/RESOURCES AND COMMUNITY NETWORKING**

- Encourage parent involvement in the Policy council and respond promptly to parent inquiries regarding the Council.
- Share community resources with families and work with appropriate agencies in developing specialized planning for children/families as needed
- Coordinate with colleagues to obtain latest resources and activities

**5% VOLUNTEER & INTERN SUPPORT**

- Provide an atmosphere that promotes inclusion and supports volunteers and student interns involvement in the classroom.
- Support the work of FBB volunteers and interns as an integral part of program services.
- Provide learning opportunities for volunteers and interns while participating in program services.
- Acknowledge their efforts by participating in recognition events and sharing their accomplishments.

**5% OTHER**

- Provide childcare during EHS policy council meetings
- Attend meetings, trainings such as GGK and ongoing MIECHV education, and appropriate professional development activities
- Consistently meet with supervisor for weekly reflective supervision session

**Minimum Education and Experience**

- Home-Based Child Development Associate Credential (CDA) or comparable credential, or an AA in Early Childhood or a related field
- One-year relevant experience providing social services, including demonstrated experience working with infant/child development and at-risk families, also including work experience in parent education, home visiting, and/or child development setting
- Demonstrate competency to plan and implement home-based learning experiences that ensure effective implementation of the home visiting curriculum and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five, including for children with disabilities and dual language learners, as appropriate, and to
- Computer skills, to include use of internet, email, and data entry (Microsoft Office) and the ability to learn new programs required for the position

- Supports multiculturalism by treating all people with dignity and respect and not engaging in discriminatory behavior.
- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff.
- Possess organizational, time management, recordkeeping skills.
- Culturally responsive with the ability to build trusting relationships with families.
- Bilingual English/Spanish fluency
- An employer-paid pre-employment drug test is required.
- Successfully pass a criminal conviction background check.

### **Preferred Education and Experience**

- Previous experience as a home visitor working with parents, infants and toddlers in a social service setting, preferably an Early Head Start Home Visitor or Combo Teacher.

### **Additional Eligibility and Qualifications**

- Mandated Reporter - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.
- Must maintain throughout the length of employment an acceptable driving record according to FBB criteria and valid auto insurance.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment.
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations.
- Must have Pediatric First Aid/ CPR card and Food Handler's card within 30 days of employment.

### **Certificates, Licenses and Registrations**

- Valid First Aid Card/Pediatric CPR
- Food Handlers Card
- Current Enrollment in Child Care Division Central Background Criminal History Registry and/or the Oregon State Police Criminal Records
- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect".
- Valid Oregon Driver's license
- Proof of current auto insurance.

**APPLICATION DEADLINE: Open until finalists are selected**

### **HOW TO APPLY**

If you would like to apply for this position please submit your resume, cover letter, and education documents to [jobs@familybuildingblocks.org](mailto:jobs@familybuildingblocks.org).

Employment offer is **contingent** upon completion of an Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year.

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.