



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Job Description

Position Title: Parent Child + Home Visitor
FLSA Status: FULL TIME, non-exempt
Department: Early Learning Home Visiting
Reports to: Parent Child + Home Visitor Supervisor
Pay Range: \$18.00

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

The ParentChild+ Program is an early literacy, school readiness and parenting program that teaches verbal interaction and educational play between parents and their toddler or preschool children. The Home Visitor will visit program families to model reading, play, parent-child interaction, language and literacy skill development, social emotional development and school readiness using books and educational toys brought as gifts. The Home Visitor also ensures that the program is delivered with respect to each family's home in their language, culture and values, and supports parents as first teachers.

ESSENTIAL QUALIFICATIONS:

- Child Development Associate (CDA).
- Bilingual English and Spanish.
- Experience building rapport with individuals and families while respecting family choice and maintaining appropriate boundaries and cultural competency.
- Experience working with low-income families, and people of diverse ethnic and cultural backgrounds.
- Experienced in child development, working with children ages 1 – 6 years old and interest in play with toys and books.
- Flexible, patient, and sensitive when working in home settings.
- Able to maintain upbeat relationships with children and families.
- Must have a car, driver's license and evidence of insurability.

ESSENTIAL FUNCTIONS:

- Assists in enrolling eligible families.
- Visits eligible families twice a week at their homes with own personal vehicle.
- Reads books, does activities and plays with children in the program as a model for the parent. Ultimate aim is to have parent lead the interaction.
- Brings age appropriate books and educational toys to families, and models their use.

- Models for parents how to respond appropriately to the behaviors of 16 month olds, 2 and 3 year old children. Support a family's full involvement in the program.
- Helps families learn and gain access to other services.
- Completes required Home Visit Record for each home visit.
- Completes required assessments of children and parents and enter data in program database.
- Works independently and maintains a schedule for home visits.
- Attends scheduled training sessions and weekly mandatory staff meetings.
- Evaluates books and toys at the end of each program cycle.
- Performs other duties and responsibilities as assigned.

SKILLS/TECHNICAL KNOWLEDGE:

- Must be able to work with low income families from a variety of ethnic and cultural backgrounds.
- Must be flexible, and able to work in a variety of home settings.
- Must be able to maintain confidentiality regarding program families.
- Must be able to work in the field independently, without direct supervision.
- Must be able to communicate effectively and in written English.
- Presents a professional manner and appearance.

WORKING CONDITIONS:

The position requires approved number of hours per week. This includes some administration and weekly staff meetings. This position is eligible for remote work from home. The position requires local travel for home visits and office hours 1 day a week. Regular work performances are conducted periodically. Works in a general office environment at EL Centro de la Raza and at participant's homes. Works a minimum of 40 hours per week from 8:30-5:30 pm. May require a flexible schedule. May work different hours on different days, but no more than 40 hours a week. El Centro de la Raza reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Ability to lift up to 50 lbs. Training for proper lifting and safety will be provided
- Ability to drive in the city and suburbs safely

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

This policy applies to all terms and conditions of employment,
including recruiting, hiring, placement, promotion, termination,
layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

El Centro de la Raza offers the following benefits to full-time/part-time staff:

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 10 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- Vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment.
- 8 days of paid holidays have been establish by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file

REV: 07/2021