



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

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**Position Title:** Bebes! Best Start for Kids HOME VISITOR

**FLSA Status:** FULL TIME, non-exempt

**Department:** Early Learning Home Visiting

**Reports to:** PAT Supervisor

**Pay Range:** \$22.00 to \$28.85 depending on Education and Experience

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### MISSION STATEMENT:

El Centro de la Raza is a voice and a hub for Seattle and Martin Luther King, Jr. County's Latino community as we advocate on behalf of our people and work to achieve social justice. Through our comprehensive programs and services, we empower members of the Latino community as fully participating members of society. We also work to raise awareness with the public, and government, business and civic leaders about the needs of the Chicano/Latino community in the United States

### JOB SUMMARY:

The Bebes! BSK Home Visitor position is full time with benefits. The Bebes! BSK Program is a home visiting program for at-risk pregnant women or women with children up to age 2. The program provides health education and services to ensure a healthy pregnancy and the birth of a healthy baby. The home visitor oversees providing comprehensive support, case management, linkage to community resources, and advocacy to families. Provides on-going assistance to enable participants to complete their goals of a healthy and full-term pregnancy. The Home Visitor also ensures delivery of the program with respect to each family's home language, culture, and values.

### ESSENTIAL QUALIFICATIONS:

- BA degree in early childhood or Social Services and three to five years' work experience with young children and/or parents.
- Experienced in relationship-based approaches in home visiting.
- Skilled at building rapport with individuals and families while respecting family choice and maintaining appropriate boundaries and cultural competency.
- Able to communicate in English and Spanish with program families.
- Ability to communicate effectively both in written and oral contexts.
- Experienced working with low-income families, and people of diverse ethnic and cultural backgrounds.
- Understanding of relationship-based approaches in home visiting.
- Experienced in working with pregnant moms, and newborn infants.
- Understanding of participants rights to have the same opportunity to thrive, with full and equal access to basic needs, services, education, power, and resources.
- Ability to promote self-sufficiency in participants.
- Must have a car and a valid Washington driver's license and show evidence of insurability



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#### **ESSENTIAL FUNCTIONS:**

- Visits eligible families twice a month in their homes and assists in enrolling families.
- Provides outreach services to UW Maternal Infant Care Clinic patients.
- Disseminates consistent, accurate, culturally accessible messages to high-risk pregnant women, their male partners, and families.
- Links participants to prenatal care, family planning and other health care.
- Links participants to community resources, and El Centro de La Raza's programs.
- Acts as liaison between high-risk expectant mothers, women, their families, and community social and health services organizations.
- Models for parents how to respond appropriately to their child's behavior and supports the family's full involvement in the program.
- Brings age-appropriate books and educational toys to families and models their use.
- Encourage families to attend Comadres, Workshops covering a variety of topics pertaining to Latina health including maternal, perinatal, and infant health education.
- Completes required assessments of children and parents and enter data in program database.
- Completes required Home Visit Record and Data Entry for each home visit
- Meets weekly with Early Learning and Home Visiting Supervisor
- Works independently and maintains a schedule for home visits.
- Pick-up and delivery of Westside Baby items to participants.
- Completes Data Entry in a timely manner
- Performs other duties and responsibilities as assigned

#### **Additional preferences and qualifications:**

- Able to communicate in English and Spanish with program families and professionals
- 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 and a valid Washington driver's license and show evidence of insurability.
- Able to work some evening or weekend hours as assigned.

#### **WORKING CONDITIONS:**

The position requires an approved number of hours per week. This includes some administration and weekly staff meetings. The position requires local travel for home visits. Regular work performance will be conducted periodically



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#### **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 to 50 lbs.; training will be provided
- Ability to coordinate and distribute basic needs items to families in caseload
- 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 in written English.
- Presents a professional manner and appearance.

#### **NOTES AND SPECIAL REQUIREMENTS**

This position requires a background check. The above duties or working procedures describe the chief function of the job and are not considered a detailed description of every duty of the job. The position requires a 6-month probationary/evaluation period.

#### **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.

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 to meet the requirements of the position. El Centro de la Raza would attempt to satisfy requests if the accommodation needed is a reasonable and no undue hardship would result.

#### **El Centro de la Raza offers the following benefits to full-time:**

- 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.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.



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- 9 days of paid holidays have been established 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.

**Covid-19 Vaccination Requirement:**

This position is subject to the City of Seattle and/or King County requirement(s) for contractors to be fully vaccinated against COVID-19. As a public entity interacting with the public, all our staff must be vaccinated. Failure to submit proof of vaccination will result in the withdrawal of a job offer

**Contact Information**

To apply for this job please send your resume, cover letter and our employment application to:  
Please go to the El Centro de la Raza website to download a copy of our [Employment Application](#).

Maria Del Rocio Miranda, Early Learning and Home Visiting Director, [mmiranda@elcentrodelaraza.org](mailto:mmiranda@elcentrodelaraza.org)

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