



JOB DESCRIPTION

JOB TITLE: Book Babies Home Visitor

Job Code: BBHV-0223

STATUS: Part-Time Non-Exempt

The Book Babies home visitor serves as an ambassador to Imprints Cares. Imprints Cares is an early childhood education nonprofit, our mission is To Nurture Children for Lifelong Success. The Book Babies Home Visitor provides home visits from early infancy (≤ 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 an annual cohort of incoming book babies ≤ 16 weeks of age.
- Schedule in-person or virtual quarterly visits with families.
- Prepare materials for visits and review data from previous visits.
- Deliver books and curriculum materials.
- Share reading tips, model reading and literacy activities, discuss literacy goals and language milestones.
- Complete questionnaires and developmental assessments as needed.
- Maintain demographics, developmental assessments, and visit notes in database.
- Report program activities at the end of each month and as needed for reporting.
- Participate in Book Babies group celebrations and activities. Assist team with administrative duties as needed.
- 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:

- Associate degree or bachelor's degree in education, psychology or related field preferred, but not required.

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.

- Minimum of two years of experience working with young children and families.
- Exceptional organizational skills.
- Strong interpersonal skills and empathy.
- 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.
- Comfortable with a flexible schedule; making home visits during the evening and over weekends is required.
- Able to lift boxes of books up to 20 pounds

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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