

HIPPY Home Visitor

Reports to: Program Manager for Early Childhood and Youth Programs

Direct reports: None

Status: Part-Time, 28 hours per week, non-exempt, without benefits

Location: Community Based Program

Rate of Pay: \$25/hour

Hours: Hours are flexible and may include weekends and evenings.

Job Description:

This is an early childhood education position with responsibility for providing one-on-one curriculum instruction with parents, in their homes or in a community-based setting (for group meetings) and will supply the parent with weekly HIPPY (Home Instruction for Parents of Preschool Youngsters) packets. This program will be delivered both in English and the home language of the family being served. The HIPPY Home Visitor is required to recruit their own families. The position provides a broad range of services including developing and maintaining formal relationships within the community; developing and maintaining linkage with various community resources; and acting as a role model and advocate for families and children.

Qualifications:

Required

- Literacy and fluency in English and at least one other language
- Experience working with young children and their families
- An understanding of Paycom, email, and various online systems as well as competencies in maintaining and tracking data
- Ability to lift up to 25 pounds
- Reliable transportation
- Excellent communication skills

Preferred

- Passion for advancing the needs of refugee/immigrant families
- Strong problem-solving skills to handle unexpected situations
- Great interpersonal skills to build trust and rapport with participants

Essential Duties and Responsibilities:

Teaching (80-90%)

- Facilitate weekly meetings for families of young children
- Recruit a stable caseload of families into the program

- Facilitate programs in both English and one other language
- Provide positive encouragement and set realistic goals with participants
- Attend weekly training sessions
- Collect and hand off data and evaluations

Other Responsibilities (10-20%)

- Respond to emails in a timely fashion
- Maintain an accurate timesheet
- Attend conferences and a variety of training events

Position Reports To:

Tessa Nelson

Program Manager for Early Childhood and Youth Programs
Spring Institute for Intercultural Learning

To apply:

Send resume and cover letter to Alexandra Neira, aneira@springinstitute.org

List "HIPPY Home Visitor application" in the subject line.

No phone calls, please.