

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, limited benefits

Location: Community Based Program

Rate of Pay: \$25/hour

Hours: Hours are flexible and may include weekends and evenings

Spring Institute Mission:

Building a thriving intercultural community through learning, language access, and advocacy

Organizational Information:

Founded in 1979, Spring Institute for Intercultural Learning is a nationally recognized provider of effective intercultural learning programs, language access and advocacy. Spring Institute has grown substantially since its founding to provide a range of services for linguistically and culturally diverse refugees, immigrants, and low-income families from birth to older adulthood. While Spring Institute continues to focus on the core values of adult education, employment, and integration, the organization has responded to the evolving needs of the community being served.

Job Description:

Spring Institute offers a home visiting program, Home Instruction Program for Preschool Youngsters (HIPPY), to families with children ages 2-5 living in Adams, Arapahoe, and Denver counties. The program provides parent education, interactive parent and child activities.

The HIPPY Home Visitor 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 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 to participate in Spring Institute's HIPPY program. 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.

Essential Duties and Responsibilities:

Teaching (80-90%)

- Recruit a stable caseload (a minimum of 10) of families into the program
- Facilitate weekly in-person meetings for families of young children
- Facilitate the program materials in both English and one other language

- Provide positive encouragement and set realistic goals with participants
- Attend weekly in-person training sessions
- Collect required program data and evaluations and provide to supervisor at required deadlines

Other Responsibilities (10-20%)

- Consistently respond to emails in a timely fashion
- Maintain an accurate timesheet
- Attend conferences and a Spring Institute training events, as requested

Qualifications:

Required

- Literacy and fluency in English and at least one other language
- Experience working with young children and their families
- An understanding of computer technology, such as google email, calendar and ability to learn other online/ technology systems
- Excellent communication skills
- Strong organizational skills, with an attention to details - collecting and tracking data
- Ability to lift up to 25 pounds
- Reliable transportation

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

To Apply: Please email a cover letter and resume to Tessa Nelson, tnelson@springinstitute.org. No phone calls please.

This job description is not intended to be a complete list of all duties, responsibilities or qualifications associated with the job.

Spring Institute for Intercultural Learning is an equal opportunity employer committed to diversity in our work and workplace.