

LEAP Home Visitor

Department: CRB Early Learning Program (ELP)



Reports To: ELP Team

Time Commitment: Part Time Position/20 hours a week

Compensation: \$20 per hour

Benefits: Flexible work schedule. Mileage and cell phone stipend. Opportunity to work in a supportive, cross-cultural team environment in a growing organization, become an expert on childhood development, early childhood education, and school readiness, and play an integral role in helping the youngest members of your community excel in school!

Position Overview: Communities of Rooted Brilliance (CRB) is seeking an Oromo and/or Amharic speaking home visitor for the Leadership, Early Learning, Access Program (LEAP) to conduct home visits with an emphasis on healthy childhood development and kindergarten readiness in their native language. Applicants should have demonstrated experience and/or interest in early childhood education, school readiness, child development, and the nonprofit field, and/or be familiar with the challenges that immigrants/refugees/asylees often face as newcomers to a city/community.

To perform this job successfully, an individual should be empathetic, patient, organized, able to practice discretion, have a warm, open communication style, and have a reliable form of transportation, as all home visits take place in The City of Seattle. Most importantly, the applicant must have the ability to work both independently and as part of a team, be community oriented, and enjoy working with adults and children of diverse backgrounds.

Brief Description: Reporting to the LEAP Coordinator and ELP Manager, the *LEAP Home Visitor* will be trained on child development and school readiness topics, and in turn share relevant information with families from their communities through a cultural lens during home visits and play sessions. The LEAP home visitor will be responsible for maintaining a minimum caseload of 10 families, delivering a minimum number of monthly home visits to clients, recruiting families who share a native language and/or cultural background to participate in LEAP when necessary, and entering program data into CRB's case management software in a timely manner.

Essential Job Functions

LEAP Intensive Training and Professional Development

- Attend and fully participate/complete all tasks and activities requested during all sessions of Intensive and Quarterly Trainings.
- Demonstrate comprehensive understanding of training materials by passing knowledge exam.
- Attend other CRB-related training and professional development opportunities when offered.

Home Visits

- Recruit families with whom you share a native language and/or cultural background to participate in LEAP when necessary; maintain a minimum caseload of 10 families.
- Conduct 2 home visits per family, per month (may be a mix of virtual and in-person based on family request and vaccination status).

- During each home visit, work with both parent and child whenever possible. Discuss *healthy child development, school readiness, parent involvement in school, racial equity and advocacy related topics*.
- Deliver LEAP toys and books to families; engage child(ren) with the item and use the child's exploration of the toy or book as an opening to discuss relevant growth and development topics.
- Utilize ELP complementary materials in your home visits, such as Dani videos, provided resource items and other content created for LEAP.

Play Sessions and ELP Events

- Support families' attendance and participation in virtual and/or in-person play sessions and ELP events (provide reminders and location information/Zoom links, etc.).
- Help to plan and prepare for in-person play sessions and events with your community when possible, and help to set-up, execute, and clean-up from these events.
- Provide interpretation support at play sessions and ELP events for your cultural community.
- Lead play sessions using provided lesson plans; lead activities at ELP events when necessary.
- Distribute books and play session extension activities to families who attend.
- Support incentive/gift card distribution process as necessary.

Administrative Responsibilities

- Ensure each family you work with has a LEAP Participant Agreement, Photo/Video Consent, and COVID-19 Consent forms on file.
- Complete and submit all "Home Visit" forms in a timely manner, ensuring high data quality.
- Enroll all new families into Apricot within 5 business days of first contact. This should include a client intake profile, a household profile, a program enrollment form, and a completed pre-survey.
- Exit families from program when appropriate. Ensure a post-survey is completed and filled out by each family at the 6-month or year mark, OR when family exits the program.
- Complete monthly timesheets and mileage forms and submit to supervisor by deadline.
- Attend all required LEAP and ELP team meetings.
- Promote LINC events to families you work with; attend LINC meetings and events when appropriate.

Qualifications:

- A high school education or the equivalent required.
- Bilingual and literate in English and your native language.
- Demonstrated ability to work well with adults and children.
- Must be organized and detail oriented.
- Excellent verbal and written communication skills.
- Ability to work both independently and as part of a team.
- Must be respectful, empathetic, and able to practice discretion.
- An interest in early childhood education, school readiness, child development, and non-profit field.
- Must be able to commit to all components of the program and be able to successfully complete full term of service.
- Must provide proof of vaccination against COVID-19.
- Must pass CRB background check.

Application Process

If you are interested in applying for this role, please contact Angelea at aynami@rootedbrilliance.org to schedule a phone interview.