

Communities of Rooted Brilliance

LEAP Home Visitor (Dari/Pashto)

Work Schedule: Full-Time (40 hrs/week)

Compensation: \$52,000 annual salary



Background: **Communities of Rooted Brilliance** (CRB) partners with newcomer communities and helps them thrive through educational opportunities and social support services, while also honoring their traditional customs. Since forming in 2009, CRB has acted as a bridge between newcomer communities, educational institutions, and community resources to identify and fill the gaps of educational inequity. CRB has built a reputation of providing high-quality, accessible and engaging educational programs that support diverse, multi-ethnic refugee and immigrant communities, from cradle to career.

Equity: Our overarching strategy for racial equity is to listen, learn, and partner with communities we serve. Equity is woven throughout our work from design, delivery of services, staff and volunteer experience and ongoing education in the following ways: 1) CRB was founded as an ethnic community-based organization, for and by individuals with the knowledge of language and cultural considerations of communities. 2) CRB staff has over 15 years of experience working directly with new communities, and they are trained on topics such as: structural racism and working with those who experienced trauma.

Scope of Work: For the past 15 years, CRB has provided educational programming to local refugee and immigrant communities. Currently, the Leadership, Early Learning and Access program (LEAP) supports local immigrant and refugee families. Trained cultural community leaders (CLs) share relevant child health and early information with families from their communities during home visits. As a result, families participating in LEAP understand what is expected of their children when they enter kindergarten in America and know what activities can be done in the home to help prepare their children well. CLs and LEAP families will participate in a variety of additional program activities, all of which will be supported by LEAP program staff. CLs 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 visiting sessions. Additionally, LEAP families and staff will participate in other program activities meant to build community networks and strengthen parent advocacy skills. LEAP consists of several components, including training and professional development, home visits, community gatherings and play sessions.

Benefits:

- Competitive compensation package includes medical benefits, paid time off and holiday leave, monthly cell phone and travel stipends.
- A flexible work schedule.
- Become an expert on childhood development, early childhood education and school readiness.
- Play an integral role in helping the youngest members of your community excel in school!
- Opportunity to work in a supportive, cross-cultural team environment in a growing organization.
- Access to a variety of professional development opportunities to further your professional skills, including trainings related to:
 - Zoom
 - Microsoft 365 Office suite: Word, Excel, Power point, Outlook
 - Other technology platforms and interfaces
 - Creative software or websites, such as Canva

- Virtual calendar and scheduling tools
- Apricot database navigation; including troubleshooting common issues
- Project management tools such as Asana to complete a variety of tasks in a timely manner
- Teamwork and cross-program collaboration

Supervisor: Early Learning Program Manager

Essential Job Functions:

LEAP Intensive Training and Professional Development

- Attend all sessions of Intensive and Quarterly Trainings, and participate fully
- Complete all tasks and activities requested during training
- Demonstrate comprehensive understanding of training materials by passing knowledge exam
- Attend other CRB-related 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 30+ families.
- Conduct 2 home visits per family, per month (can 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, CL Resource bag items and other content created for LEAP.
- Research and share additional resources in your native language (videos, infographics, documents, etc).
- Support Program Coordinator with tablet distribution and tracking.
- Ensure families using tablets sign and return Technology Agreement forms

Play Sessions

- Support families' attendance at virtual and/or in-person play sessions (provide reminders and location information, Zoom links, etc.) Help to plan and prepare for in-person play sessions with your community when possible and help to set-up, execute and clean-up from these events.
- Provide interpretation support at play sessions and/or lead play sessions with your families.
- Use play session lesson plans created by education consultant and/or create your own lesson plans.
- Distribute books and play session extension activities to families who attend.
- Collaborate with ELP team members to ensure families complete feedback forms or activities during Play Sessions, as appropriate.
- Fill out Play Session Reflection form, when appropriate

Early Learning Program (ELP) Events

- Help arrange LEAP program events; work with community and ELP team to select best date, time and location; participate in planning activities.
- Create flyers and other promotional materials (and work with Program Coordinator on language translation when necessary).
- Conduct outreach to families.
- Help with preparation activities, such as preparing decorations and gift bags, etc.
- Help with set-up, execution and clean-up of events; lead activities at events when necessary.

- Lead and Support early learning workshops monthly.

Administrative Responsibilities

- Maintain a home visiting calendar; enter all planned home visits for LEAP and update as needed
- Ensure each family you work with has a Technology Agreement Contract (if appropriate), Photo/Video Consent form, and COVID-19 Consent form on file.
- Complete all “Home Visit” forms in a timely manner; ensure 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.
- Schedule and communicate with supervisors one administrative day per week.
- Complete monthly mileage forms and maps and submit to supervisor.
- Attend all required LEAP and ELP team meetings.
- Promote ELP events to families you work with; attend ELP meetings and events when appropriate.

Organizational Tasks and Responsibilities

- Support other CRB-wide and ELP events; including gift card or other incentive distribution.
- Attend weekly CRB staff meetings and trainings.
- Manage a work calendar.
- Provide language support and cultural background information to other CRB teams for the benefit of families we serve.
- Support collection and communication of program info for grant-related reports.

Qualifications:

- Our ideal candidate is someone who is outgoing, empathetic and patient, with a demonstrated respect for all types of people. Must be a good listener, able to practice discretion, and have a warm, open communication style.
- A high school education or the equivalent required. Some college education preferred.
- Bilingual and literate in English and your native language (Dari/Pashto)
- Demonstrated history of service in the community. Ability to work well with adults and children.
- An interest in early childhood education, school readiness, child development, and the non-profit field.
- Excellent verbal and written communication skills.
- Must be organized and detail-oriented.
- Ability to work both independently and as part of a team.
- Must be able to commit to all components of the program and be able to successfully complete full term of service.
- Must pass CRB background check.
- Must provide proof of vaccination against COVID-19.

Application Process

If you are interested in joining this program, please send resume and cover letter to Mona Han at monahan@rootedbrilliance.org.