

Home Visitor Specialist, Full-Time

Grail Family Services

Job Description

Job Title: Home Visitor Specialist

Classification: Full-time, Exempt

Salary Range: \$55,000 to \$60,000 per year, plus benefits

Program: Family Child Care Home Education Network

Reports To: Family and Community Engagement Manager



Grail Family Services Overview

Grail Family Services (GFS) partners with families, schools and communities to promote children's success and well-being. We operate in a community where more than 50% of the children in local schools are not reading at grade level. At our preschool program, we strive to inspire a lifelong commitment to learning and to foster the intellectual, creative, social, emotional, and physical growth of all of our students. We believe that strong partnerships with parents are the key to success. We support children's learning and development through innovative programs and partnerships that promote active learning and family engagement such as our Family Math Program, implemented in partnership with Stanford University's DREME Network and our Building Blocks of Parenting™ (BBP) App implemented in partnership with Santa Clara County Office of Education Head Start Program and FIRST 5 Santa Clara County. For more information, please see our website at www.gfsfamilyservices.org.

Si Se Puede Collective Overview

The SSPC comprises five anchor organizations in the Mayfair neighborhood of East San José – Amigos de Guadalupe, Grail Family Services, the School of Arts and Culture at MHP, SOMOS Mayfair, and Veggielution. The SSPC formalizes the shared commitment of these organizations to serve low-income families living in the Mayfair community. By coordinating the work of these organizations, the SSPC aims to produce a much greater positive impact in the community than any one organization can do alone. The vision of the SSPC is for a Mayfair community that is rooted and thriving, where resilient families have confidence in their gifts, choices and dreams. The mission of the SSPC is to leverage the collective's creativity, services and advocacy to create opportunities and access to basic needs, education, literacy, and community engagement. The individual organizations of the SSPC are committed to the following impact strategies to achieve its vision and mission:

- Promote a shared vision and sense of belonging that honors the artistic and cultural identity of Mayfair and empowers the community
- Promote quality learning for all children with a focus on student success
- Ensure youth are culturally competent to navigate and experience the broader world
- Provide culturally competent, impactful and coordinated services and resource referrals to meet the needs of families
- Promote community-led advocacy and organizing efforts for policy and systems change, and
- Promote smart development without displacement in the Mayfair community

Program Overview

Beginning in the spring of 2021, the Si Se Puede Collective will recruit and convene 30-40 East San José residents, interested in advancing economic mobility through childcare provision or food entrepreneurship, to participate in our inaugural cohort focused on economic mobility. The activities of this pilot include bodies of work that seek impact at the individual, interpersonal, community, and organizational levels.

Position Summary

Under supervision of the Family and Community Engagement Manager, the Home Visitor Specialist is responsible for providing comprehensive child development and support services to enhance the physical, social, emotional, and intellectual development of children participating in Family Child Care Home Education Network programs. The Home Visitor Specialist promotes positive adult-child interactions and provides resources to child care providers in a home-based setting.

Job Responsibilities

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

- Oversees the planning and implementing of quality and developmentally appropriate educational experiences for families and children enrolled in a home-based child care program.
- Conducts the required number of visits in assigned caseload.
- Supports the child care provider by promoting, and reinforcing child care provider involvement in home-based education programs, providing an atmosphere of trust and competence.
- Makes appropriate referrals for early intervention services in the areas of behavioral or learning problems for enrolled children.
- Assist families in developing the individual Infant Plan with home care provider ● Oversees the completion of observations, assessments and data analysis. ● Assists and supports families in locating resources, scheduling appointments, and providing support to families.
- Provides modeling, observations, and activities that the parent can duplicate in the home that encourages developmentally appropriate activities for the changing needs of young children.
- Analyzes, interprets, and makes recommendations related to children's records, lesson plans and other data for the purpose of planning, evaluating, and improving services for children.
- Maintains accurate records, including health information, assessments, anecdotal observations, and other required forms.
- Communicates regularly with other supervisor staff and submits accurate and timely reports.
- Maintains confidentiality.
- Performs related duties as assigned.

Qualifications

- An Associate's Degree from an accredited college with major course work in Early

Childhood Education, Child Development, Human Services, Social Services, or related field **required**

- BA degree in education, child development, or related field **preferred**
- Experience providing home visitation services for parents, infants, toddlers, and preschoolers and serving families with disabilities is **preferred**
- Principles of early child development and infant and toddler education
- Methods, attitudes, and learning principles required to facilitate and encourage student and child care provider participation in the total home-based education process
- At least three years of experience providing services to families with young children
- Cultural sensitivity and proven experience in working with multi-cultural, low-income and underserved communities
- Ability to work closely with different professionals as part of a multidisciplinary team
- Strong time management and organizational skills
- Knowledge of/familiarity with East San Jose resources preferred
- Proficient in use of computer software including MS Word, Excel, PowerPoint, Outlook
- Bilingual English/Spanish required, with excellent written and oral skills in both languages
- Must have valid California driver's license, insurance, and reliable transportation
- Willingness and ability to work some evenings and weekends as needed

Compensation and Benefits

- Full time position must be willing to work some evenings and/or weekends
- Salary: \$55,000 to \$60,000 per year, depending on qualifications and experience.
- Full-time schedule (about 40-hours/week); with some evenings and/or weekend hours required.
- Medical, vision and dental insurance, valued at over \$6,000 per year, no employee shared cost.
- First year: 10 vacation days and 11 paid holidays with accrual based on 40 hrs. per week
- Generous sick leave policy: 8 hours per month with accrual based on 40 hrs. per week
- Eligible for 2 floating holidays per year after satisfying eligibility requirements
- 401(k) Retirement Plan, employer match contribution
- Flexible Spending Account (FSA)
- This position reports to the Family and Community Engagement Manager

Licenses and Other Requirements

- Child Development Teacher Permit from Commission on Teacher Credentialing
- AND ability to complete three units of Infant/Toddler education within one year after hire.

To apply please send resume and cover letter to:

Carmina Valdivia, Director of Programs, at Cvaldivia@gfsfamilyservices.org

No Phone calls please.

Grail Family Services is an Equal Opportunity Employer (EOE). Applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity and gender expression, disability or veteran status.