

**OLD MILL CENTER FOR CHILDREN AND FAMILIES  
JOB DESCRIPTION**

**POSITION IDENTIFICATION: RELIEF NURSERY BILINGUAL HOME VISITOR**

**POSITION SUMMARY:** The Bilingual (English/Spanish) RN Home Visitor will be responsible for planning and implementing evidence-based parenting education information and activities designed to address the individual and developmental needs of children, ages 6-weeks to 6 years to families enrolled in the outreach portion of the Relief Nursery. This position will also be responsible for assisting families in accessing needed support services and assisting families in utilizing RN respite services and supporting children during respite sessions.

**QUALIFICATIONS:** Associates Degree in Early Childhood Education or a related field with early childhood experience and ability to obtain a Step 9 on the Oregon Registry. Must have early childhood knowledge that includes the ability to respond appropriately to each child's developmental level, to nurture and support each child's feelings and self-esteem, establish clear limits for behavior and be able to form positive relationships with families. Experience/background working with families with multiple risk factors and knowledge of community resources is also helpful. In addition, must have an agreement with the OMCCF and Relief Nursery mission. Bilingual in English/Spanish is required.

**RESPONSIBLE TO WHOM:** The RN Bilingual Home Visitor is responsible to the Relief Nursery Program Manager

**RESPONSIBILITIES:**

1. Responsible for Children's Educational Program including:
  - A. Planning and implementing developmentally appropriate activities for family use in the home and/or respite care.
  - B. Assessing children's development using Ages & Stages Questionnaire and Ages & Stages Social Emotional Questionnaire and maintaining data and written records regarding home visits.
  - C. Connecting with other community agencies and professionals as needed to ensure comprehensive services provision.
  - D. Facilitating transition planning.
  - E. Ensuring the safety of the children in the respite classroom, on the playground, during community events or on field trips as needed, including the ability to lift up to 50 lbs.
2. Responsible for Parent Support and Information including:
  - A. Providing evidence-based parenting education to parents through home visits or during structured parenting classes as per Relief Nursery Oregon Administrative Rules (OAR's) and Quality Assurance Standards (QAS).
  - B. Meeting parents where they are to build a positive relationship and address family needs.
  - C. Working cooperatively with staff, interns, volunteers to build protective factors and resilience in families.
  - D. Transporting children/families to respite and family events as needed.
  - E. Translation of simple materials for caseload families as needed (i.e. fliers, information pertaining to RN events)
  - F. Attending internal or external meetings to support the needs of enrolled families.
3. Shared Responsibility in program and center operation including:
  - A. Ensuring that family files are appropriately maintained and are up-to-date, including developmental assessments, OARN forms, home visit reports, permission and release forms, etc.

- B. Communicating with Program Manager about routines, events, problems and family concerns and participating in scheduled reflective supervision.
  - C. Participating in Relief Nursery and OMCCF meetings and training.
  - D. Attending additional meetings as delegated by the Program Manager.
4. Other Related Duties as assigned including:
- A. Maintaining a positive job attitude including positive team behavior (e.g. willing to pitch in, problem solving attitude, positive communication style, etc.)
  - B. Maintaining and updating the appropriate background check, pediatric first aid/CPR and food handler's certification and approved auto insurance levels and good driving record.
  - C. Providing translation of documents pertaining to the service of Relief Nursery families for OMC
  - D. Grooming as appropriate for the job.
  - E. Reporting at regular working hours & being punctual.
  - F. Demonstrating good phone skills (courteous and positive).
  - G. Writing in a clear, concise manner.
  - H. Participating in staff development activities, meetings and fundraising events.
  - I. Following established standards, policies and procedures of OMCCF and Relief Nursery OARs.
  - J. Enrolling in & obtaining a step on the Oregon Registry
  - K. Enrolling in Oregon Registry Online
  - L. Creating a Professional Development Plan with supervisor
  - M. Engaging in a minimum of 24 hours of training per year