

ParentChild+ Early Learning Specialist (ELS)

Serving families in Faribault and Northfield, MN

ParentChild+ is an evidence-based early literacy, parenting, and school readiness home visiting program, committed to closing the achievement gap by providing low-income families the skills and materials they need to prepare their children for school and life success.

ParentChild+ is a neighborhood-based, grassroots organization. Significant amount of work takes place in neighborhoods with families as well as during community events. This is not a typical 9 a.m. to 5 p.m. job. We are seeking applicants who are excited to work a flexible schedule and meet families where they are while contributing meaningfully to kids' learning and families' connectedness in the community.

The ParentChild+ Early Learning Specialist (ELS) follows national guidelines in implementing the program with families in Faribault and Northfield. The ELS meets with families in their homes twice per week to model effective ways for parents/caregivers to increase their verbal interaction with children in their home. The ELS supports parents/caregivers to prepare children for school success by learning through play with the use of carefully selected books and toys. The ELS also connects parents/caregivers with community resources to empower the whole family. ELSs are responsible for record/data management, required to attend mandatory weekly staff meetings, required to participate in PC+ family recruitment efforts and facilitate events for PC+ families on their caseload. This is a part-time seasonal position working during the school year (September – early June). Average work hours range from 12-31 hours per week based on caseload size.

Responsibilities

- **Home Visits:** Conduct twice weekly in-home visits with a caseload of 5-14 families. (40%)
- **Record/Data Management:** Complete and organize daily session notes on each visit, maintain program records, complete daily paperwork and required evaluations as directed. (30%)
- **Training and Supervision:** Participate in weekly staff meetings and regular supervision meetings. (20%)
- **Recruitment:** Participate in PC+ family recruitment efforts. (5%)
- **Event Facilitation:** Plan and facilitate park and library events for PC+ families. (5%)
- Ability to work with minimal supervision and as a member of a team
- Reach out to and support caregivers/parents of young children from prioritized low-income neighborhoods in Faribault and Northfield
- Listen for, identify, and document barriers and challenges families face to accessing preschool or early learning opportunities, and help families troubleshoot barriers to preschool enrollment and persistence. Engage families as much as possible in the process of identifying collaborative solutions
- Assist with preschool/early childhood program and scholarship applications
- Connect families with early childhood screening; follow-up with children who attend screening to support them to enroll in preschool and/or access early childhood learning opportunities
- Refer families to community resources and services; assist families to complete application forms or other paperwork (as needed) to receive services; follow up with families to ensure services were received
- Provide follow-up connections after well-child checks with local healthcare clinics
- Respond to coworkers and families timely by email, text, phone calls, and/or social media messages

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Qualifications

- High School Diploma or GED with relevant experience
- Bilingual in English/Spanish or English/Somali
- Minimum of two years of experience working with culturally, economically, and educationally diverse families – including specific expertise with immigrant/refugee communities and low-income/generational poverty communities is preferred
- Experience working with children ages 1-4 years, either volunteer or professional
- Demonstrated ability in facilitating program evaluations and managing timely and complete data collection
- Demonstrated ability in fulfilling accurate and timely electronic record keeping
- Commitment to consistently demonstrate the values of compassion, inclusion, innovation, integrity, and collaboration
- Background in early childhood learning and development of positive parenting skills
- Demonstrated outreach and networking skills with ability to build professional relationships with healthy boundaries
- Excellent written and verbal communication skills
- Excellent time management and task prioritization skills; highly organized with superior attention to detail
- Proficient in Microsoft Office (PowerPoint, Word, and Excel) and Google Suite; ability to learn technology quickly and use client and program databases
- Ability to work evening and occasional weekend hours
- Knowledge of ParentChild+ and/or home-visiting experience is preferred
- Maintenance of a cell phone is an expectation of employment

TO APPLY:

Email your resume, cover letter (or letter of interest), and the name/title/contact information for three professional references to Leslie Limón, leslie@healthycommunityinitiative.org. Application review will begin immediately and continue until the position is filled.