



Job Title	Bilingual Family Educator Home Visitation Services	FLSA Status DOL Status	Non-Exempt Full-Time or Part Time
Program/Department	Early Childhood Services (ECS)	Supervisory Responsibilities	No
Reports To	Home Visitation Coordinator	CEO Approval Date	09/28/2023
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.		

Must pass required background check, and meet TB and Physical requirements

POSITION OVERVIEW

The Bilingual Family Educator in Home Visitation Services provides expectant mothers and children, aged birth to 3, with a full range of family and child development services through home visits and group socialization experiences. The Family Educator develops and maintains supportive relationships with parents/legal guardians, children and extended family by providing consistent developmental guidance and support to pregnant and new parents, enabling them to enhance early relational health. This position requires effective communication in Spanish and English languages.

All employees and volunteers are expected to be sensitive to our clients' cultural and socioeconomic characteristics, reflect sunbeam family services core values and to perform as sunbeam's standards of excellence at all times.

ESSENTIAL FUNCTIONS

- Demonstrate capacity for providing developmentally sensitive, hope centered, trauma informed relationship-focused evidence-based/informed services and supports.
- Collaborating with parents/legal guardians to plan each 1.5 hour weekly home visit and lesson plan
- Setting goals with parents/legal guardians and providing experiences for optimal development and learning through promotion of parent/legal guardian-child interactions, observations and interventions.
- Promoting and facilitating parents/legal guardians and child interactions and well-being.
- Providing and using materials found in the home to support implementation of the curriculum to enhance learning in the natural environment.
- Maintaining weekly contact with parents/legal guardians and complete documentation, on all services, including assessment/observations, into Child Plus.
- Develop individual lesson plans with goals identified by parents/legal guardians.
- Update reports, including milestone achievements, observations, consultations and referrals. This includes updating of the Individual Family Partnership Agreement.
- Schedule, plan and conduct socializations twice monthly, involving parents/legal guardians and their children in a group setting to allow for developmentally appropriate activities, education and parent/legal guardian to parent/legal guardian support.

- Develop with each participant an Individual Family Partnership Agreement that includes educational and developmental goals, roles and responsibilities for the family, primary care giver and enrolled child(ren).
- Provide evening home visits in order to accommodate an individual family's work/school schedule, as needed.
- Provide opportunities for parent/legal guardian caregivers to increase their skills in child observation and encourage them to share observations to help inform learning experiences
- Collaborate with content coordinators (Health, Mental Health, Disabilities, etc.) to assure compliance with Head Start Performance Standards and program expectations.
- Facilitate communication and collaboration among caregiver, ECS and community partners to meet the family and children's needs
- Create a Transition Plan with family to support movement of a child from home based services to center based services as desired by family or when the child reaches 2.5 years of age and is aging out of program at age 3 years.
- Gather and maintain individual and family files for purposes of documentation, ongoing assessment, evaluation and recording keeping for successful individual and program planning with information obtained through family history.
- Remain current in child development field to enhance professional development and help ensure quality services.
- Establish and maintain a reflective relationship for learning with the Home Based supervisor that is characterized regular communication, clear expectations, mutual sharing, and feedback about the challenges and opportunities presented in the day-to-day work.
- Recognize that the job description is service area specific and that a successful employee upholds the overall employment standards outlined in the Personnel Policies and Procedures Manual and specifically, but not limited to: confidentiality, child abuse and neglect reporting, attendance and dependability, appropriate dress, support to all families, prudent use of program resources, data entry and promoting and maintaining safe work environment.
- Bilingual staff will communicate and translate conversations as it relates to the services rendered to the families they serve, not limited to meetings, home visits, lesson plans, socialization, curriculum, and Policy Council Meetings.
- Perform required and other assigned duties in a manner that demonstrates compliance with Sunbeam and program policy / procedures and applicable grants/contracts.
- Travel locally as required in the performance of responsibilities.
- Perform other appropriate and related responsibilities as assigned by supervisor or Executive Team.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Associate Degree in Child Development, Family Studies with emphasis of Child Development or related degree AND working toward a Bachelor's degree in a related field.	Bachelor's degree in Child Development or Family Studies with emphasis in Child Development and/or related degree.

Certification	Home Visitation Child Development Credential (Home Based CDA) or complete the Home Based CDA with in 1 calendar year (12 months) from date of employment.	
Experience	Experience working directly with at-risk families.	One (1) year experience working directly with at-risk families.
Skills Knowledge Abilities	<p>Bilingual Spanish/English conversational ability to interact accurately and effectively with children and families from multilingual homes</p> <p>Caring and compassionate attitude when interacting with and caring for children and families.</p> <p>Accepting interpersonal approach that reflects cultural sensitivity to the unique and diverse experiences of families served.</p> <p>Able to effectively communicate in a manner that consistently demonstrates respect and concern for others.</p> <p>Excellent command of English and Spanish languages, both verbal and written</p> <p>Willingness to work with high-risk, low-income communities.</p> <p>Able to exercise sound judgment and to appropriately respond to stressful situations.</p> <p>Intermediate knowledge of computer operations and applications and the ability to master other computer technology/software programs, as needed</p> <p>Process, protect and exercise discretion in handling confidential information and materials.</p> <p>Excellent problem solving, time management, and organizational skills.</p> <p>Able to work as a cooperative and supportive interdisciplinary team member</p> <p>Sustained concentration to detail and accuracy, along with the ability to prioritize workload.</p> <p>Bilingual staff must have the ability to effectively, accurately, and regularly communicate and translate conversations with families served by Sunbeam.</p> <p>Must be able to travel and work some evenings and weekends as required by the job.</p>	<p>Knowledge and Understanding of Head Start Performance Standards and state and local childcare license requirements.</p> <p>Advanced computer database and Microsoft software application knowledge</p>

Valid Oklahoma driver's license and state required vehicle insurance for any vehicle used in performance of job duties.

WORKING CONDITIONS

Physical Demands

While performing the duties of this job, the employee is required to frequently communicate with, supervisor, staff, families, and others, and must be able to exchange accurate information when doing so. Must be able to endure remaining in stationary position for extended periods (up to 50% of workday) and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. The employee must also be able to interact closely and safely with small children in various positions. Must be able to communicate verbally with children. Occasionally must be able to move or lift up to 50 pounds at a time. Must be able to detect, discern, distinguish, observe, inspect and compare.

Work Environment

The employee will work in office, school, and home environments. May work close quarters with other staff members, parents, infants and toddlers. Home Visitors travel daily to and from homes spending time outside and in the home environment. The noise level in the work environment varies from quiet, moderate to loud depending on work setting. Work environment cannot be predicted when entering a family's home. Employee must expect exposure to strong odors such as soiled diapers and clothes and poor hygiene. Staff may come into contact with childhood diseases and blood on occasion.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered "at will," meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not and is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate
PRINTED Name

Employee / Candidate
Signature

Date: