

Job Vacancy Notice

Assistant Home Visitor-Bilingual



Community Action

Job Details

Position: Assistant Home Visitor-Bilingual
Department: Early Head Start
Salary: \$14.93/Hour (Bilingual Rate)
Language: Karen Preferred
Schedule: M-F, 40 Hours/Week; Full Year
Benefits:

Community Action offers excellent benefits including generous paid time off (PTO), paid holidays (14), health, dental & life insurance, retirement, employee discount programs and more.

Background Checks:

CAPRW conducts criminal background checks at the time of hire. Some positions require additional fingerprint and photo verification. Not all backgrounds are a barrier to employment.

Posting Dates: 9/20/18-9/30/18

To Apply

Complete our online application at:



Community Action
www.caprw.org

OR

Visit our Facebook page at:



www.facebook.com/caprw
and click on "Careers"

Our Location

Community Action
Human Resources
450 Syndicate St N, Suite 35
St. Paul, MN 55104

Our Mission

The mission of Community Action is to reduce poverty and its impact on people in Ramsey and Washington Counties.

Community Action is an Equal Opportunity Employer and will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status with regard to public assistance.

Job Summary:

Under the direction of the Early Head Start Manager and/or Supervisor, this position is responsible for supporting the Home Visitors by providing intake services and providing general information to participants.

Essential Functions (Not All Inclusive):

- Attend home visits and assist in communication between family and Home Visitors as needed. Assist Home Visitors in providing follow up with families' needs, including family social services, health, and other needs.
- Assist with facilitating referrals to community resources.
- Conduct application intake, including required paperwork, with potential program participants in their homes or other approved sites. Providing standard program services and participation requirements information to families and answer basic questions.
- Refer individuals to appropriate, staff or applicable agencies for assessing risk factors, income eligibility, and other eligibility criteria.
- Provide culturally relevant information to program that will foster inclusion and participation of a culturally diverse client base.
- Attend group socializations and provide communication assistance if needed, as well as assist with event preparation, set-up, and clean-up.
- Assist Home Visitors and the overall program with preparing materials for home visits, group socializations, and other program activities.
- Learn and implement Head Start Performance Standards. Participate in monitoring reviews and program assessments as requested.
- Assist with childcare during parent meetings and other program activities when requested.
- Must be available for evening meetings/events and occasional weekend work and occasional out of town/state travel.

Qualifications:

- High School Diploma or (G.E.D.) required.
- Home Visiting CDA, or related, preferred.
- Must be enrolled and actively pursuing a Home Visiting CDA, or related, within 6 months of hire, and obtain CDA within two years, or AA degree within four years.
- Must be able to speak, read, and write English proficiently.
- Language fluency in Karen preferred.
- Experience working with very young children and their families preferred.
- Knowledge of community resources highly desirable.
- Demonstrated ability to establish good working relationships is needed to be successful in this position.
- Must possess a valid driver's license and have reliable transportation on a daily basis.
- Ability to interact with children during home visits, group socializations, parent meetings, and other program activities.
- Capable of lifting 40 pounds.