



## **JOB ANNOUNCEMENT**

<b>JOB TITLE:</b>	PCHP Home Visitor (Bi-Lingual) – <b>4 Positions Available</b>
<b>PROGRAM:</b>	Parent Child Home Program
<b>SUPERVISED BY:</b>	PCHP Program Manager
<b>EMPLOYMENT STATUS:</b>	Part-time, non-exempt
<b>DURATION:</b>	September through June
<b>SALARY:</b>	\$12.00 per hour/20 hours per week
<b>CLOSE DATE:</b>	<b>Open until Filled</b>

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### ***BASIC RESPONSIBILITIES:***

Under the supervision of the Parent Child Home Program Manager, the Home Visitor will provide support to children and families through educational home visits.

### ***GENERAL EXPECTATIONS:***

- Support and comply with the values and policies of Atlantic Street Center.
- Work as part of the PCHP team and other agency teams.
- Abide by the agency's confidentiality policies.

### ***SPECIFIC DUTIES:***

1. Visit assigned families twice a week, for thirty minutes each visit.
2. Bring a new book or toy during the introductory visit each week.
3. Model for the parent appropriate ways to verbally interact with the child using that toy or book, during both the introductory visit and review visit each week.
4. Create an environment in which the parent feels comfortable and supported in participating.
5. Respect the role of the parent as the child's first and most important teacher.
6. Monitor families' progress in a pro-active and comprehensive manner.
7. Document activities of families (keep a log and other records as needed or required).
8. Ensure compliance with program goals, objectives and action plans.
9. Submit timely and accurate activity and program reports on a weekly, quarterly, and annual basis.
10. Demonstrate responsibility for the toys and books issued to you.
11. Learn techniques for using the toys and books to increase verbal interaction between the parent and the child.
12. Be supportive of other Home Visitors and constructive when offering advice to others on staff.
13. Maintain privacy of all families assigned, and show good judgment in the discussion of sensitive family issues at staff meetings and personal conferences with Program Manager.
14. Maintain a non-judgmental attitude towards program families.
15. Attend relevant and required staff, agency and community meetings.
16. Perform other related duties as assigned by Program Manager.

***MINIMUM QUALIFICATIONS:***

**EDUCATION:** High School Diploma or GED plus two years relevant experience working with young children.

**EXPERIENCE:** Paid or volunteer experience with non-profit organizations preferred. Bi-lingual Spanish, a Southeast Asian or East African language is strongly preferred.

***SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:***

- Knowledge of issues facing young children and families.
- Working knowledge of ethnic communities and cultures.
- Knowledge of and ability to access support services within the surrounding area.
- Strong commitment to supporting the family unit with a holistic approach.
- Strong team building skills.
- Strong organizational skills.
- Excellent written and oral communication skills.
- Ability to think creatively.
- Ability to build and maintain trust.
- Ability to maintain patience while working with very young children.
- Ability to work independently and as part of a team.
- Ability to speak fluently and read and write adequately, in Spanish, a Southeast Asian or East African language is strongly preferred.
- Ability to work in a multicultural/multiethnic environment.

***WORKING CONDITIONS:***

- Position requires driving whenever necessary to meet all client/participant needs.
- A valid Washington State Driver's License is required. Must be able to obtain approval from ASC's car insurance to drive agency van, or provide your own vehicle and car insurance.
- Driving time should not exceed 40 - 50 % of workweek.

**To apply:** Qualified individuals should submit a resume and cover letter that clearly states how you meet or exceed the minimum qualifications.

**Submit materials by e-mail or fax to:**

Human Resources  
Atlantic Street Center  
Fax: (206) 329-2171  
[jobs@atlanticstreet.org](mailto:jobs@atlanticstreet.org)

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