



Position Title:	Home Literacy Coach
Reports To:	Adult Education, College Access & Early Childhood Education Program Manager
Status:	Regular, Part-Time (20 hours/week), Non-Exempt
Position Summary:	Home Literacy Coaches use case management skills, knowledge of child development, emergent literacy, healthy family functioning and community resources to promote families' involvement with and advocacy for their children's literacy development, working with immigrant and refugee families.

RESPONSIBILITIES & DUTIES

Home Visits: Establishes face-to-face ongoing relationships with families to foster emerging literacy skills of their child/children:

- Develops and implements a literacy outreach plan with each family that assesses family needs and incorporates family goals to promote their children's literacy development. Provides materials and resources that support family participation. When applicable, consults and coordinates with appropriate preschool, Head Start, and other social service staff to inform this plan.
- Plans, demonstrates and coaches parents and other family members in practices that promote emerging literacy and beginning reading.
- Works with families to identify, reinforce and enhance family activities that facilitate the development of literacy in their children and that compliment classroom literacy activities and goals.
- Encourages and supports parents and other family members to attend family events and participate in parent/family opportunities that support success in learning to read.

Advocacy & Referrals: Promotes family access to community literacy resources and to literacy and child development information as appropriate:

- Refers adult family members to Adult Literacy or Parent Education programs.
- Promotes use of and participation in other community literacy programs.
- Develops working knowledge of and relationships with community literacy resources.
- Participates in joint home visits with other agencies or services as appropriate.

Planning, Monitoring and Evaluation:

- Participates in appropriate aspects of ECE evaluation.
- Attends and participates in pertinent team meetings.
- Participates in refining program and family outcomes, defining appropriate measures of outcomes, gathering and reporting on information regarding program and family outcomes.
- Generates timely, accurate reports as requested and maintains complete and accurate records for each caseload family.

Complies with standards:

- Complies with mandatory child abuse reporting requirements.
- Maintains appropriate professional boundaries with participating families.
- Maintains confidentiality of family records and information.
- Attends required training for own professional development, sets professional development goals, maintains personal training record and continually seeks professional development opportunities

Additional duties as assigned by Program Manager and Coordinator.

QUALIFICATIONS

- Bachelors in Social Work, Parent Education, Early Childhood or a closely related field plus two years experience working in family services. Work experience must be in direct services with families in capacities such as home visiting, adult/family/child literacy, parent education, early childhood education or the equivalent.
- Knowledge and experience of child development and emergent literacy. Knowledge of family systems.
- Ability to work independently as well as part of a team; must be creative, innovative, flexible, a good problem solver
- Ability to effectively relate and communicate with people from various cultural and socio-economic backgrounds; ability to respond effectively to individual and cultural needs, learning and teaching styles of families and staff.
- Strong planning and organizational skills.
- Proficient in all standard computer software programs.
- Excellent verbal, written, and interpersonal skills. Bilingual staff must have strong oral communication skills in home language; ability to read and write in home language preferred.
- Ability to work flexible hours and evenings.

- Must be able to safely lift 50 pounds
- Must pass a criminal background check
- Valid drivers license and reliable transportation required.

Compensation: Minimum \$13.80/hour DOQ

**For consideration please mail, fax, or email your resume with letter of interest to: Neighborhood House, Attn: Human Resources, 179 East Robie St, St. Paul, MN 55107; Fax: 651-789-2501; Email: humanresources@neighb.org.
Position Posted: 1/31/12; Closing Date: 2/7/12**

Neighborhood House is an equal opportunity employer committed to affirmative action and a welcoming work environment for people of diverse communities.

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