



Bilingual Outreach Specialist

Relief Nursery, Inc.

Hours: 32 hours/week
Supervised by: Outreach Supervisor

Overview: Plans, organizes and implements prevention/intervention services for at-risk families in four related Outreach Program components: Intake/Crisis Intervention, Therapeutic Respite, Home Visitation and Community Outreach.

Requirements:

- Bachelor's degree or the equivalent in early childhood education, social work or a related field; 2 years early childhood experience. Experience working with children 0-5 year old and high-risk families.
- Ability to exercise discretion, take initiative and respond effectively to emergent/crisis situations.
- Organizational skills and professional judgment; dependability, flexibility and emotional stability.
- Current Pediatric First Aid/CPR and Food Handler's cards.
- Valid Oregon Driver's License; acceptable driving record/insurance coverage.

Skills and Abilities:

- Ability to communicate clearly in oral and written form.
- Skill in adapting and working effectively under pressure with a positive attitude and personal balance.
- Ability to relate tactfully, confidently and nonjudgmentally with parents, children and staff of diverse backgrounds.
- Skill in problem solving and developing creative approaches; working independently and as a team member.
- Maintain a professional demeanor with client, staff and public at all times.
- Knowledge of community resources, child development, parent-child relationships, parenting models and intervention techniques with families.
- Basic computer and business machine skills.

Responsibilities:

Community Outreach:

- Assist families in accessing community resources by providing transportation and/or accompanying them to agencies for support and advocacy.
- Plan and prepare for family events at the Relief Nursery or community sites, provide transportation as needed and facilitate parent education/support activities.

- Participate on committees and at meetings to represent the Relief Nursery and to develop collaborative partnerships with other community providers.
- Attend workshops and conferences for professional development; perform additional duties upon request.

Home Visitation:

- Join other Relief Nursery home visitors or involved community partners in providing a supportive team approach to home visitation.
- Identify and document short/long-term issues with families; utilize strength-based approaches in goal setting plans and intervention strategies.
- Provide respite or other hands-on assistance in the home as appropriate to support families in crisis with flexible time/duration of contact.
- Assess family needs and share information on community resources through written material, phone/direct advocacy and follow-up.
- Plan and conduct home visits offering parenting education/support and modeling developmentally-appropriate interactions with children.

Therapeutic Respite:

- Facilitate scheduling of respite sessions, triaging families according to risk; arrange for and provide transportation as needed.

Intake/Crisis Intervention:

- Maintain intake line with immediate response services for new callers from the community and referrals.
- Offer crisis intervention with same-day personal contact in-home or on-site to assess need and provide services including parent support and therapeutic respite.
- Provide Relief Nursery intake with descriptions of programs and access processes including paperwork assistance, personal introductions and building orientations.
- Facilitate resource and referral services with immediate Outreach assistance as well as advocacy and follow up with appropriate community agency providers.
- Maintain documentation of contacts through completion of forms, data entry and monthly tracking reports.

Relief Nursery offers paid medical and dental after 60 days, generous vacation, sick, personal leave and 403b benefit package for all benefitted employees. Pre-employment drug screen, criminal background check and DMV records check required.

Relief Nursery is an Equal Opportunity Employer