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| Job Title: | Bilingual Home Visitor |
| CCFH Program: | Durham Early Head Start Home-Based Program |
| Location: | Durham, NC |
| Position Type: | Full-time {Hybrid} |

JOB DESCRIPTION

Organizational Summary: Established in 1996, the Center for Child and Family Health (CCFH) is a community-based nonprofit organization. CCFH's mission is to define, practice, and teach the highest standards of care in treating and preventing childhood trauma, serving more than 2,500 children and families each year. CCFH training faculty are committed to developing and sustaining a child trauma mental health workforce across North Carolina and the country, leveraging state and federal programs to support clinical training, consultation, and technical assistance. CCFH faculty hail from Duke University, the University of North Carolina at Chapel Hill, and North Carolina Central University. They include clinicians, researchers, nationally endorsed trainers in evidence-based treatments (EBTs), and clinical and implementation experts. CCFH is located in Durham, North Carolina, and is a Category III site in the National Child Traumatic Stress Network (Substance Abuse and Mental Health Services Administration, U.S. DHHS).

Reports to: DEHS Home-Based Coordinator

Occupational Summary: Provide in-home support and education to parents and children, both in English and Spanish, which will enhance the parent's ability to serve as the child's first and most important teacher. Plan and offer developmentally appropriate parent-child activities during weekly home visits and twice monthly parent-child playgroups designed to promote parent-child interaction and to support the child's healthy development in all areas (cognitive, motor, social, emotional, language, creativity, and health) and school readiness.

Work Performed:

General Staff Responsibilities:

- Participate in staff meetings, attend conferences, training/workshops, and meet education standards as required.
- Demonstrate familiarity with the Center for Child & Family Health (CCFH) policies and procedures, federal Early Head Start Performance Standards, DEHS policies and procedures, and the DEHS program mission.
- Maintain congenial and respectful relations with staff, children, families, and community.
- Keep current and accurate records.
- Maintain confidentiality with regard to staff and family information.
- Maintain professional standards and professional courtesy policies.
- Fulfill role as mandated reporter as stated in DEHS Child Abuse and Neglect Policy.
- Be a contributory team member in a positive and productive manner.
- Demonstrate flexibility to accommodate changes in job responsibilities due to changing program demands as requested by supervisor.
- Demonstrate commitment to DEHS mission, values, and policies and reliability in the performance of daily job duties.
- Commit to weekly reflective supervision as a cornerstone of program and staff development.

Duties/Functions/Responsibilities:

- Provide all mandated child development, family, health, nutrition, and mental health services during weekly 90-minute



home visits with assigned caseload of children and prenatal mothers.

- Coordinate and conduct at least 22 parent-child and peer playgroups per program year, in which parents are active participants reinforcing parent's roles as primary teachers for their children.
- Ensure that all home-based and playgroup activity planning and implementation is guided by an approved curriculum that offers a variety of stimulating, creative, and engaging learning experiences for parents and children.
- Provide service coordination/case management, referral, and follow-up services to address child and family needs.
- Conduct screening and ongoing assessment of young children's development, health, nutrition, and mental health within 45-, 60-, and 90-day timelines per DEHS procedures and supervisor instructions.
- Inform supervisor and request assistance whenever family is in crisis or circumstances indicate need for further evaluation or treatment for substance abuse, domestic violence, mental health, or child abuse/neglect.
- Monitor children's health status, including immunization status, medical follow-up, physical health, dental health, and nutrition and educate parents about importance of regular medical and dental care, dental hygiene, and good nutrition.
- Promote the involvement of fathers in all aspects of children's education and program services.
- Participate in planning and facilitation of annual parent orientation events.
- Report all concerns, issues, and problems that arise in the course of carrying out job duties to supervisor and assist in the development of action plans to ensure that DEHS compliance with all federal EHS Performance Standards.

Record keeping and monitoring:

- Document all activities in accordance with DEHS procedures and supervisor instructions.
- Develop, review, and write comprehensive individual plan that reflects family and child's strengths, needs, and goals.
- Maintain up to date documentation in Child Plus and Smart Teach (previously Teaching Strategies Gold)

Qualifications Education/Training

Minimum Bachelor's Degree (with experience) or Master's Degree in Social Work, Child Development/Family Studies, Early Childhood Education, or related field.

Experience

- Spanish language skills {oral and written}
- One-year experience working with children under age 3
- Experience with Early Head Start or Head Start preferred

Salary: \$45,000-\$45,500 depending on experience.

In addition, CCFH offers very competitive benefits which includes an employer contribution to retirement (5%); a significant coverage of the premium for the employee on health benefit(s) (85%) and a generous vacation/sick/holiday schedule.

This position is funded through a contract with Center for Child and Family Head Durham Early Head Start Home- Based program and Durham's Partnership for Children. Annual renewal is based upon available funding

The above statements describe the general nature and level of work performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Please submit cover letter, resume, and reference document (3 professional references) in one pdf file to: Ebony Sneed at ebony.sneed@duke.edu **Subject line: EHS Bilingual Home Visitor.**



Application deadline is October 31, 2025, or when a suitable candidate has been found. Applications will be reviewed as they are received. Applicants are encouraged to apply as early as possible.

For additional information about the Center for Child & Family Health, please see the CCFH website at www.ccfhnc.org.