IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)
JOB OPENING ANNOUNCEMENT

POSITION: Home Visitor - Family Advocate
WAGE: $33,000 - $35,000 per year (Full-Time Rate)
LOCATION: Main Office- 10301 NE Glisan St., Portland, Or. 97220
APPLY AT: www.irco.org
STATUS: Part Time with Benefits
PROGRAM(S): CAPI – Children and Parents Involvement
OPENING DATE: June 23, 2020
CLOSING DATE: Open until filled
REQUIREMENTS: Bilingual: Fluent in English and Bhutanese and/or A Pacific Islander Language
DRIVING: Required

GENERAL POSITION SUMMARY:
The home visitor-family advocate develops and delivers culturally appropriate parenting education activities to meet the different needs of enrolled families through culturally specific home visits, applies developmental screenings to children, connects families with services and resources in the community, according to their needs and goals. The home visitor-family advocate works in a multicultural environment to provide services that meet IRCO’s goals and objectives.

ESSENTIAL FUNCTIONS:
• Outreach and enroll families within the City of Portland into CAPI Program
• Prepare and provide culturally specific home visits, one-on-one parenting skills training
• Prepare and bring children activities, according to their age and stage of development, during home visits
• Ability to work with children of different ages, from birth to 18 years old
• Guide and support parents to create their Family Goal Plan every 6 months
• Engage families to actively participate in the program and perform 2 HV per month, per family
• Plan and develop minimum five parenting group meetings through the year
• Provide referrals to community services and resources such as parenting skills programs, health and dental clinics, family planning, low-income housing, nutrition services, rental and energy assistance, and childcare as needed
• Provide interpretation services to parents and assist them to better access to mainstream service providers such as hospitals, clinics and social service programs
• Perform developmental screenings ASQ-3 and ASQ SE and coordinate referrals for early intervention as necessary
• Provide role modeling to parents on self-regulation and on how to make appointments, to advocate for the needs of themselves and their children, and to become self-sufficient in accessing services and resources in the community
• Translate training materials and brochures/flyers as necessary
• Maintain accurate and confidential records on each client
• Provide follow-up counseling, referral, and support as needed for clients and their families
• Coordinate activities and services with IRCO staff
• Provide monthly and quarterly service reports to supervisor
• Participate in staff meetings, clinical supervision meetings, trainings, committees, and volunteer activities to support IRCO’s goals and objectives

JOB SPECIFIC QUALIFICATIONS:
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be through the following:
• Bachelor’s degree or equivalent, in Social Work or Early Childhood Education preferred
• Two (2) years’ experience in early childhood services, parenting education and assessment, child development, nutrition, preventive health care and/or home visiting
• Professional level experience providing outreach, information, referrals, and follow-up to clients
• Experience working with children, youth and their families
• Must have knowledge of local refugee, immigrant and/or Latino communities, community leaders and organizations
• Must be familiar with service providers involved with parenting education, social services, health care, emergency services, and childcare
• Must be able to work in a multi-cultural, multiethnic, fast-paced work environment

KNOWLEDGE:
Education: Bachelor's Degree (4)
Experience: 1-2 years of experience is required (3)
Licensure, Certification: N/A
Additional Language Required: Bilingual – Fluent in English and Bhutanese and/or Pacific Islander
Computers: All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint.

SKILLS:
Communication:
Regular communication inside the organization to exchange ideas and gather information (4)
Creativity:
Regular need for redesign of a single focus process or procedure is needed (3)

EFFORT:
Mental:
There is regular variation in tasks and the job holder must decide which tasks to complete as well as the order in which tasks are completed (3)
**Physical:**
Positions at this level require some physical efforts or manual labor such as lifting, carrying or constant movement. Positions with regular responsibility for driving are to be placed at least at this level (3)

**Responsibility:**

*Impact and Influence:*
Positions at this level have little to no need or ability to analyze problem or concepts or make decisions on the information. This role has little or no impact and influence on organization operations, programs, expense or budgetary outcomes (1)

*Work Independence:*
Positions perform routine work with regular supervision and generally are given instructions or written procedures. Positions occasionally encounter variation and are encouraged to suggest ways to respond, but can’t take final action without approval (2)

*Planning:*
Positions at this level must be able to foresee issues associated with own work and identify future needs for supplies, equipment, resources which would stall operations or activities. (2)

*Supervision:*
Positions at this level are not responsible for any supervisory functions or responsibilities, but may occasionally be asked to orient and/or train new employees or volunteers. (1)

**Working Conditions:**

*Environment:*
There is a moderately low level of personal risk encountered. Job conditions are occasionally uncomfortable relative to noise, temperature, inside/outside work, dirty conditions, or interactions with angry or hostile people (3)

*Schedule:*
The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice. (3)

**How to Apply:**
Applications are accessible on the IRCO website, [www.irco.org](http://www.irco.org). Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant or return calls regarding the status of your application.

**About IRCO:**
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at [www.irco.org](http://www.irco.org).