



book harvest

## Employment Opportunity: Book Babies Team Member

Book Harvest is a nonprofit organization based in Durham, North Carolina, whose mission is to provide books to children who need them and engage families and communities to promote children's lifelong literacy and academic success. We believe that books are a vital tool to help all children succeed in school and in life, and that having plenty of books at home from birth helps children start kindergarten ready to learn, combat summer learning loss once they are in school, and self-identify as readers.

One of our core programs is **Book Babies**, which provides a pipeline of books to children from their earliest days. Book Harvest partners with Durham Connects, Lincoln Community Health Center, and Exchange Family Center to receive referrals to families with newborns who are Medicaid-eligible. Once enrolled, a family receives two to three home visits from a member of our Book Babies team and 20 age-appropriate books every year until the enrolled child begins kindergarten. In between the home visits, participating families are invited to brunch celebrations with other Book Babies families through a special partnership with the Durham County Library. Families are invited to participate in parent book club meetings, yearly open-house gatherings at the Book Harvest Office, and families also receive support via regular phone calls and text messages.

By the time a child graduates from Book Babies and starts kindergarten, s/he will own 100+ age-appropriate books and will, we believe, enter school more ready to learn, with higher emergent literacy skills and a significant and measurable advantage for future school success that will last a lifetime. Learn more at <http://bookharvestnc.org/programs/book-babies/>

The new Book Babies Team Member will work an average of 30 hours per week. S/he will be responsible for supporting all aspects of the Book Babies program, will work closely with other members of the Book Babies team, and will report to the Book Babies Team Leader.

### **Responsibilities:**

#### **Referral and initial visit**

- Receive referrals from Durham Connects nurses, Case managers at Lincoln Community Health Center, and clinicians from the Exchange Family Center
- Input referral contact info into database
- Call referrals and arrange enrollment visit
- Visit new parent participants at home, explain program, and help them fill out parent agreement and media release
- Take photos of families who give permission and share in Book Harvest archive
- Input all info from parent agreement into database

#### **Subsequent book deliveries/home visits**

- Contact
  - Call/text all families to arrange a meeting
  - Call alternate phone contacts when parent does not answer or phone no longer works
  - Stop by address if parent is not reachable by phone or alternate contact
  - Prepare visit schedule and maps
- Visits
  - Bring books and support materials



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- Bring extra books for siblings and other children in the household
- Model reading with Book Baby and siblings
- Conduct questionnaire, and make notes about visit
- Converse with parent about literacy milestones and ways to support literacy development
- Complete evaluation assessment with participating cohort
- Data entry
  - Update all changes to contact info
  - Update database
  - Input all questionnaire info and any other relevant info

### Between visits

- Inventory books on the Book Babies shelves: Ordering, organizing, tracking, and maintaining book inventory
- Sort books and prepare for deliveries
- Update book inventory database
- Manage monthly (or more frequent as needed) group texts to families, sharing reading tips and checking in
- Staff and attend Book Babies Task Force, Parent Advisory Committee meetings and Parent Book Club meetings
- Communicate with and include volunteers and other observers in delivery schedule

### Book Babies celebrations

- Work closely with Durham County librarians to prepare activities for twice-yearly celebrations
- Create and print invitations
- Text and call families before program
- Order food and purchase necessary supplies
- Attend and facilitate program

### Other

- Meet with Book Babies Team Leader weekly to review progress, update curriculum and troubleshoot challenges
- Help as needed with translation of materials for both Book Harvest and Book Babies
- Support development of home visit protocol
- Assist in grant writing and research as appropriate
- Participate in professional development meetings and activities

### Qualifications / Characteristics:

The successful candidate for this position will be an exceptionally organized and warm person, with strong interpersonal skills. S/he will also bring to the position expertise and/or experience with home visiting, parent engagement, and early childhood literacy.

We are seeking someone who is excited to support parent-experts in incorporating different literacy strategies into their home practices. Strong communications skills, an enthusiasm for teamwork, persistence and creativity, respect and understanding, and an ability to set up systems and handle data are essential. The candidate should be comfortable with a flexible schedule: making home visits at night and on weekends is required.

**The candidate must be fluent in Spanish and knowledgeable of Latino culture.**

Book Harvest is an Equal Employment Opportunity employer. We offer a competitive salary and an engaging, purposeful workplace culture. People of color are strongly encouraged to apply.

If you are interested in applying for the position of Book Babies Team Member, please submit **a resume, contact info for two references, and a cover letter** to Meytal Barak, Book Babies Team Leader, at [meytal@bookharvestnc.org](mailto:meytal@bookharvestnc.org).

The priority deadline for receipt of applications is **October 28, 2016**