

Explora Job Description



Group: Brillante Early Learning Center

Position: Home Visiting Program Manager, Brillante Early Learning Center

Reports to: Director of Brillante Early Learning Center

Updated: July 30, 2025

FLSA status: Full-time (40 hours per week)

Compensation: \$45,000-\$48,000/year with based on qualifications 100% employer-paid health insurance premiums and additional benefits including retirement (value of additional 20%)

Position Summary:

Brillante Early Learning Center of Explora is seeking a mission-driven Home Visiting Program Manager to lead the development, implementation, and supervision of its new home visiting program serving expectant parents and families with children from prenatal to age five. This position will carry a part-time case load of home visit families and supervise the program's other Home Visitors and support program development. This role is critical in advancing Brillante's vision of providing early learning, family support, and community resources that support the long-term well-being of families and community.

Explora is an equal opportunity employer and is committed to building a culturally diverse staff that reflects the demographics of New Mexico. We actively seek candidates from all backgrounds and identities and encourage candidates from diverse perspectives, experiences, and identities to apply.

Essential Duties and Responsibilities:

Brillante's Home Visitors will be responsible for:

1. Ensuring the delivery of high-quality, relationship-based home visitation services aligned with the *First Born and More* model and Brillante's mission;
2. Leading the day-to-day operations of the home visiting program and conducting home visits;
3. Monitoring and coordinating program compliance with state, funder, and organizational requirements, including caseloads, service intensity, curriculum fidelity, and data tracking;
4. Providing reflective supervision and supporting professional development for Home Visitors;
5. Overseeing data entry and tracking to ensure timely and accurate documentation of home visits, assessments, and service outcomes;
6. Supporting the strategic growth of the home visiting program by leading outreach and enrollment efforts, analyzing program data to identify trends, and using insights to inform quality improvement, reporting, and program development;
7. Helping to facilitate a family advisory group to ensure family voice and community feedback continue to be incorporated into Brillante program development;
8. Participating in community coalitions and statewide home visiting networks as a representative of Brillante and Explora to strengthen services and program implementation;
9. Ensuring all program staff complete required training and maintain up-to-date certifications and pursuing professional development relevant to home visiting, early childhood, infant mental health, and community-based family support; and
10. Other additional tasks as assigned by the Director of the Family Resource Center.

Qualifications:

- Associate's or Bachelor's degree in early childhood education, social work, family studies, public health, or a related field;
- Infant Mental Health Endorsement (IMH-E), or willing to pursue IMH-E within 2 years of hire;
- At least two years of experience working with families with young children, particularly in home-based or community settings;

- Experience in a supervisory role or strong, demonstrated leadership skills;
- Understanding of infant and early childhood development, family dynamics, and equitable, culturally responsive family engagement;
- Strong communication, relationship-building, and organizational skills;
- Ability to work independently, manage time effectively, and maintain confidentiality;
- Must have access to reliable transportation and the ability to conduct home visits throughout Albuquerque and surrounding areas;
- Bilingual in English and Spanish or other commonly spoken community language preferred;
- Knowledge of community resources and systems serving families with young children in Bernalillo County; and
- Experience with electronic data systems and documentation.

Functional Work Characteristics:

- Requires sufficient skills to work in a business environment, including organizing, coordinating, exercising daily decision-making, analyzing, and interpreting and utilizing virtual collaboration tools;
- Requires effective eye-and-hand coordination and manual dexterity;
- May require flexible scheduling to accommodate family availability; and
- Requires reliable access to a personal vehicle and the ability to travel independently to conduct visits in family homes and community locations and attend community-based meetings throughout the Albuquerque area.

Employment Screening and Compliance:

- Background clearance as required by Explora and ECECD;
- Must complete First Born and More training in a timely manner upon hire and engage in ongoing professional development and technical support as required by ECECD;
- Must maintain a current and valid driver's license to perform work duties;
- Must be able to take care of physical needs of young children, including diapering, feeding, and clothing changes;
- Must be able to lift 50 pounds; and
- Position may require a person to be bonded.

Explora Science Center & Children's Museum of Albuquerque is an equal opportunity employer.

Employee Acknowledgement:

This job description is intended to convey information essential to understanding the scope of this position. It is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. Explora maintains the right to augment or delete duties and responsibilities as business needs dictate.

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I understand that my employment at Explora is employment "at will" and may be concluded at the convenience of Explora Science Center and Children's Museum of Albuquerque. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I am able to perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer. I understand that my employer maintains certain rights as well under the *Americans with Disabilities Act (ADA)*.

Employee signature		Date signed
Director signature		Date signed