

Explora Job Description



Group: Brillante Early Learning Center

Position: Home Visitor, Brillante Early Learning Center

Reports to: Home Visiting Program Manager, Brillante Early Learning Center

Updated: July 30, 2025

FLSA status: Hiring both full-time (40 hours per week) and part-time (up to 32 hours per week) positions

Compensation: \$38,000-\$42,000/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 is seeking compassionate, community-focused Home Visitors to join our team. This position will play a vital role in supporting expectant parents and families with young children (prenatal through age five) through home-based services that promote healthy development, strengthen parenting relationships and skills, and connect families with meaningful community resources. Using the *First Born and More* curriculum, Brillante Home Visitors will build trusting relationships with families, conduct developmental screenings and assessments, and support the long-term well-being of families.

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. Delivering regular home-based services to enrolled families using the *First Born and More* curriculum to support child development, parenting skills, school readiness, family well-being, and positive parent-child interaction;
2. Conducting outreach, intake, eligibility screening, and enrollment of families (prenatal through age five);
3. Completing required assessments and screenings, including those related to child development, maternal well-being, and family strengths and needs;
4. Partnering with families to set and review goals and track progress over time;
5. Coordinating wraparound care by collaborating with early learning staff, healthcare providers, state agencies, and local organizations to ensure families are connected with appropriate resources and supports;
6. Maintaining accurate, timely documentation of all family contacts, assessments, referrals, and outcomes in alignment with contractual and program requirements;
7. Ensuring compliance with all program standards, data privacy guidelines, and ethical expectations;
8. Participating in required trainings, reflective supervision, and professional development, including pursuing Infant Mental Health Endorsement within three years of hire;
9. Supporting the work of the Family Resource Center and its community advisory council, including integrating family voice into programming and continuous quality improvement; and
10. Performing additional duties as assigned to support the goals of the Brillante Early Learning Center and Explora.

Qualifications:

- Associate's or Bachelor's degree in early childhood education, social work, family studies, public health, or a related field preferred;
- Experience working with families with young children, particularly in home-based or community settings;
- 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