

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 full-time, 32-hours per week position

Compensation: \$18.27-\$20.19/hour with based on qualifications with 100% employer-paid health insurance premiums and additional benefits including retirement (value of additional 19%)

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 community resources. Brillante Home Visitors will build trusting relationships with caregivers and their children, conduct developmental screenings, 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 & Responsibilities:

Brillante's Home Visitors will be responsible for:

- Delivering regular home-based services to enrolled families using the *First Born and More* and *Mothers and Babies* curricula, to support child development, parenting skills, school readiness, family well-being, and positive parent-child interaction;
- Conducting outreach, intake, eligibility screening, and enrollment of families (prenatal through age five);
- Completing (and explaining) screenings, including those related to child development, maternal well-being, and family strengths and needs;
- Partnering with families to set and review goals and track progress over time;
- Supporting the coordination of 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;
- Maintaining accurate, timely documentation in alignment with contractual and program requirements;
- Ensuring compliance with all program standards, data privacy guidelines, and ethical expectations;
- Participating in required trainings, reflective supervision, and ongoing professional development;
- Supporting the work of Brillante and its family advisory council, including integrating family voice into programming and continuous quality improvement; and
- Performing additional duties as assigned to support the goals of the Brillante Early Learning Center and Explora.

Skills & Qualifications:

- Demonstrated understanding of infant and early childhood development, family dynamics, and equitable, culturally responsive family engagement;
- Experience working with families with young children, particularly in home-based, child care, or community settings;
- Associate's or Bachelor's degree in early childhood education, social work, family studies, public health, or a related field preferred;
- Strong communication, relationship-building, and organizational skills;
- Ability to work independently, with minimal supervision, while staying organized and maintaining accountability for time management;

- Ability to maintain confidentiality and balanced personal-professional boundaries;
- Bilingual in English and Spanish or other commonly spoken community language preferred;
- Willingness to participate in reflective practice and communicate needs for support, including honest self-reflection and receiving and integrating feedback;
- Knowledge of community resources and systems serving families with young children in our local communities preferred; and
- Experience with electronic data systems and documentation preferred.

Work Requirements & Conditions of Employment:

- Requires flexible scheduling to accommodate family needs, including some evening and weekend availability;
- Requires access to reliable personal transportation and the ability to independently conduct home visits in family homes and community locations and attend community-based meetings throughout the Albuquerque metro and surrounding areas in Bernalillo, Valencia, Torrance, and Sandoval counties;
- Must maintain a current and valid driver's license and vehicle registration and insurance;
- Background clearance as required by Explora and ECECD;
- Non-degreed personnel (or personnel in a non-related field) must obtain the Infant Family Studies Certificate or the Community Health Worker Certificate within 2 years of hire;
- Must complete required initial training in a timely manner upon hire and engage in ongoing professional development and technical support as required by ECECD;
- 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