



REQUEST FOR QUALIFICATIONS (RFQ) HOME VISITOR

Proposition 10

In November 1998, the California voters passed Proposition 10, the California Children and Families First Initiative, which added a 50 cent-per-0pack tax on tobacco products. Revenue from the tax is deposited into a trust fund, then disbursed with the intent to promote, support, and improve early development of children from the prenatal stage through five years of age. Eighty percent (80%) of these revenues are allocated annually to the 58 individual California counties to benefit children from prenatal to five years old. Each local Commission has control over their own funds and by law is empowered to make local decisions about how funds should be spent. The remaining 20% of the revenues supports statewide programs and research.

State Commission

The California Children and Families Commission is responsible for state-level administration including developing program guidelines, reviewing county plans, and conducting annual program review and evaluation. The nine-member commission also spends 20% of the available revenues annually on mass media and communications, parent and provider education, childcare, research and administration.

First 5 San Benito

The San Benito County Board of Supervisors established the First 5 San Benito Children and Families Commission in 1999 to administer and allocate the County's portion of the Proposition 10 funds. The Commissioners represent county government, public health, social services, education, and early care and education. This Commission is required to adopt a strategic plan to guide how funds will be spent and progress will be measured. Local planning must be consistent with state guidelines, and programs must be reviewed and evaluated annually.

Through the history of the organization, First 5 San Benito has made efforts to respond to the needs in the community and direct funding began in 2001, First 5 San Benito has distributed more than \$8 million within restructured its investments in the community by decreasing funding to grantees and increasing F5 SBC's role in providing direct services in order to serve more children and their families. The 2013-14 strategic plan further refined this funding strategy, and the 2014-17 strategic plan builds on the Commission's prior decisions to invest its resources in a manner that achieves the maximum impact.

Job Description

Summary

The primary focus of the Home Visitor is to build evidence-based practices and quality foundational framework. The Home Visitor will support home visiting programs and promoting parents as the child's first teacher and connecting them with group connections and community resources as needed. The HV will conduct center-based and home –visit presentations for Parents as Teachers (PAT) and Raising A Reader (RAR) literacy programs in support of parents following up with literacy activities in the home and at school.

Essential Duties & Responsibilities

Duties may include but are not limited to the following:

Community Programs:

- Supports implementation of First 5 San Benito-funded programs, including but not limited to:
- Participant correspondence, supporting calendar and distribution.
- Assist in the recruitment and screening of potential participants to assure they are properly enrolled into the First 5 San Benito program(s).
- Track and record Parents As Teachers home visits, group connections, and participation
- Assist in the development and networking of relationships with social, health, education services to identify potential families
- Maintain Parents As Teachers (PAT) Certification
- Maintain Mandated Reporter Training
- Develop, plan, schedule and implement Parents As Teachers home visiting curriculum to increase the parental knowledge of healthy child development and promote the parents' ability to engage the family in meaningful parent and child interactions.
- Develop networking relationships with social, health, education services to identify potential families
- Educate parents on health, social service and education issues
- Keep up to date database for active, former, and wait list participants

Marketing and Communications:

- Engages target audience(s) by developing, updating and preparing content.
- Designs brochures, fliers and other materials with input from Program Director and Staff
- Develop promotional tools with staff input and support distribution to target audience(s).

Budgetary/Supervisory Responsibilities

This position does not have budgetary oversight and does not have supervision of direct reports.

Required Experience & Education

- High School Diploma or GED; and two-three (2-3) years related experience working with parents and children; or equivalent combination of education and experience.
- Must be able to pass a fingerprint and criminal clearance.
- 18+ ECE units completed preferred
- Valid California Driver's License and proof of insurance required.
- Must be able to pass a fingerprint and criminal clearance.
- Bilingual/fluent (written and spoken) in Spanish and English preferred

Required Knowledge, Skills & Abilities

- Requires general knowledge of child development, including federal, state and local laws and regulations governing childcare and safety; knowledge of sound techniques in child care and development.
- Uses leading practices in administrative support, office methods, developing and following efficient and streamlined practices and procedures
- Highly proficient with data entry and electronic filing and tracking of documents
- Highly proficient use of technology, including Microsoft Office Suite, email and internet
- Extreme attention to detail and accuracy, while also seeing the "big picture"
- Effectively communicates in both oral and written forms
- Works well in collaborative environments
- Ability to plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files
- Ability to maintain an orderly work environment
- Performs tasks in an efficient, prescribed and safe manner
- Flexible, self-reflective and receptive to change

Physical Requirements

- Regularly required to talk and hear, stand, walk, bend, kneel, and crouch.
- Work is occasionally physical, requiring setting up for meetings, lifting or carrying cumbersome materials of up to 25 pounds, e.g., easels, flip charts, refreshments, brochures, etc.

Work Environment

- Occasional travel within San Benito County
- Possession of a valid California Driver's License and appropriate insurance.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Deadline for Submissions

Submission of Qualifications by November 15, 2024.

First 5 San Benito will conduct interviews beginning October 28, 2024 through November 30, 2024.

Following notification, it is expected that the position will start by November 1, 2024, or the earliest following date.

Submit qualifications statement to:

Carly Offermann

Administrator

First 5 San Benito

351 Tres Pinos Rd., Suite 100A

Hollister, CA 95023

No other location is acceptable for delivery. The Commission is not responsible for delayed or lost proposals that miss the submission deadline.

Submissions should be type-written. There is no page limit requirement, but submission should be as brief as possible, while providing a clear picture of the applicant's qualifications to conduct the work required.

1. Include a resume or CV for all consultants to be involved in the project.
2. List at least two recent clients or employers to serve as references, with a brief description of services provided.
3. Include a brief narrative describing your background in public health or education.
4. Applicants may submit a sample of recent work or portfolio.

Selection Criteria

Based on a review of responses to the RFQ, the top ranked firm(s) or individuals may be invited for an interview with the Executive Director and Finance Committee. Final selection will be made shortly thereafter.

Questions:

Any questions in regard to this RFQ should be submitted in writing to: Carly Offermann, Administrator. Questions may be submitted by email at carly@first5sb.com or delivered to the address above. Answers to all questions will be provided to all individuals/firms who have requested provided their contact information to Carly Offermann, at carly@first5sb.com for the purposes of receiving further information regarding this RFQ.

Other Information:

- A. First 5 reserves the right to:
 - 1. Reject any or all submittals.
 - 2. Request clarification of any submitted information.
 - 3. Waive any informalities or irregularities in any qualification statement.
 - 4. Not select any respondent.
 - 5. Cancel this process at any time.
 - 6. Amend this process at any time.
 - 7. Evaluate the qualifications submitted.
 - 8. Interview respondents prior to award.
 - 9. Negotiate all final terms and conditions of any agreements entered into.
 - 10. Issue a similar RFP's or RFQ's in the future.
 - 11. Request additional information during the interview.
 - 12. Make inquiries as may be necessary to verify qualifications.
- B. Respondents are liable for all errors or omissions contained in their responses.
- C. Respondents will not be allowed to alter submittals after the deadline for submission. First 5 reserves the right to make corrections or amendments to documents due to clerical errors identified in submittals by First 5 or the respondent.
- D. Any and all costs arising from the preparation of this RFQ and participation in the selection process incurred by any respondent shall be borne by respondent without reimbursement by First 5.
- E. Respondents assume the risk of the method of dispatch chosen. First 5 assumes no responsibility for delays caused by delivery service.
- F. All qualifications submitted will become public record and subject to disclosure.
- G. The individual/organization submitting an application agrees that by submitting an application, the individual/organization grants authorization for the Commission to verify any or all information and/or references given in the application.
- H. All work solicited from the consultant, including data collected, any analysis, and any reports prepared by Contractor during the course of any project, in whatever form, shall be the sole property of the Commission.