

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Parent Partner I
Program:	WV Birth to Three Regional Administrative Unit (RAU)
FLSA Class:	Non-Exempt
Position Accountable to:	Director, Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	Assuring family voice in RAU documents, outreach activities and customer service. Carry out Family to Family functions.
Educational Requirements:	High School/ GED through MA + 30. Compensation based on credential.
Experiential Requirements:	Parent of child with special needs who received Part C or Part B services.
Additional Training required	Fulfill requirements of Individual Staff Development Plan (ISDP)
Driver's License, Liability Insurance and Acceptable Driving Record:	Required
Provisional Employment Period	90 days

Capabilities/Skills:
<p>Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.</p> <p>Able to be reliable, responsible and dependable.</p> <p>May require need for flexible scheduling, including occasional evening and weekend hours.</p> <p>Must successfully pass a pre-employment drug screening.</p> <p>Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.</p> <p>Must be eligible to meet requirements of the STARS career pathway.</p> <p>May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s), as needed or requested.</p> <p>Ability to lift various items such as boxes/bags of office supplies and promotional materials.</p> <p>Ability to engage effectively with the public and community.</p>

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Follow all agency policies and procedures.

Keep supervisor informed on all relevant matters.

Work effectively within a diverse environment.

Be open to constructive criticism.

Possess verbal and written communication skills.

Have automobile at disposal.

Program

Gather information about formal and informal resources in geographical area.

Establish working relationships with other parent organizations in the region.

Link families together through information on various play groups and interest groups.

Establish and maintain a process for providing information to families, particularly those families who may be difficult to reach.

Establish and maintain process for gathering input from families for the purpose of advising and assisting the RAU in carrying out grant functions.

Seek parental involvement and provided a “road map” of opportunities within the system for family involvement.

Share program news and family involvement activities through social media, letters to editors, develop flyers to distribute to service coordinators and e-mail contacts.

Provide follow-up letters to families for whom interim service coordinators cannot contact.

Provide developmental screenings as interagency fairs, if requested by local educational agency.

Learn family stories, culture, strengths, and concerns to better represent parent perspective in developing best practice processes.

Participate in early childhood committees.

Display WV Birth to Three information at resource and community fairs.

Attend and participate in monthly staff meetings.

Submit a weekly report on activities and compile into a quarterly report.

Any additional duties as assigned by Executive Director, Director.

Signature

Date