

# River Valley Child Development Services

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

## Job Description

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

<b>Capabilities/Skills:</b>
<p>Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.</p> <p>Possess excellent verbal, written communication and computer skills.</p> <p>Able to be reliable, responsible and dependable.</p> <p>Have the ability to travel using personal vehicle.</p> <p>Able to have flexible scheduling, including occasional evening and weekend hours.</p> <p>Successfully pass a pre-employment drug screening.</p> <p>Have an acceptable Criminal Investigation Background (CIB) check and Child Protective Services (CPS) check.</p> <p>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).</p>

Ability to engage effectively with the public and community.

Must possess ability to communicate clearly with a variety of people, both one-on-one and in a group setting.

**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.

Work effectively within a diverse environment.

Reply to telephone calls and emails within two business days.

**Program**

Be knowledgeable of and abide by all applicable federal, state, and local laws, rules, regulations, and policies related to this program.

Gather information about formal and informal resources in geographic area.

Keep RAU Directors informed on all relevant matters.

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

Facilitate the linkage of families to each other if requested with proper consent.

Link families to leadership and educational opportunities as needed.

Establish and maintain a process for providing information to families, particularly those families who may be difficult to reach by sending letters and following up with the referral sources.

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

Share program news and family involvement activities through social media, quarterly newsletters; develop flyers to distribute to service coordinators and email contacts.

Send follow-up letters to families and referral sources whom Interim Service Coordinators cannot contact.

Be open and receptive to constructive feedback.

Conduct public awareness and child find activities in each county of the geographic region monthly.

In conjunction with RAU directors, utilize regional data profiles and other strategies to evaluate the effectiveness of child find activities.

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

Participate in early childhood committees.

Establish working relationships with other parent organizations in the region.

Establish working relationships with existing parent information and support groups in the region; provide parent representation for WV Birth to Three on relevant interagency committees.

Work with early childhood committees in the region to advise/assist with implementation of grantee functions.

Develop collaborative relationships with Home Visitation Programs in the region in order to promote attendance by parents of children enrolled in WV Birth to Three in each county's Parent Connections/parent group activities.

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

Attend and participate in monthly staff meetings, providing activity updates as requested.

Submit calendar and weekly report on activities; compose into and submit quarterly report.

Develop and maintain a central directory.

Assist Interim Service Coordinators and Secretary with paperwork to assure timely distribution of reports as requested/required to referral sources and other appropriate contacts.

Establish working relationships with Ongoing Service Coordinators and Practitioners in the WV Birth to Three Program.

Attend transition meetings to assist families of children who are 150 days of turning three through the transition process.

Provide emotional support to all families entering the WV Birth to Three system or who are already receiving services.

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Signature

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Date