

MountainHeart

Job Description

Job Title: Parents as Teachers Data Entry/ Home visitor
Department: Parents as Teachers
Reports To: Parents as Teachers Supervisor
FLSA Status: Non-Exempt
OSHA Category: Category 1

Summary: A data entry/certified parent educator will enter information into our database system. Ideally will be computer savvy and a fast typist with a keen eye for detail. Position will also be able to implement the PAT model, emphasizing parent-child interaction, development-centered parenting and family well-being in their work with families. Utilizing the PAT Foundational Curriculum in culturally sensitive ways, the parent educator partners, facilitates and reflects with families.

Essential Duties and Responsibilities:

- Must complete the Parents as Teachers Foundational and Model Implementation Trainings before delivering PAT services.
- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners.
- Type in data provided directly from customers or update existing data.
- Create spreadsheets with large numbers of figures without mistakes.
- Verify data by comparing it to source documents.
- Retrieve data from the database or electronic files as requested.
- Sort and organize paperwork after entering data to ensure it is not lost.
- Engage in recruitment activities. (as applicable)
- Complete an initial and annual family-centered assessment with each family.
- Develop, monitor and review goals with each family.
- Plan, provide and document personal visits focused on parent-child interaction, development-centered parenting and family well-being.
- Use the PAT Foundational curriculum to share research based information with families.
- Provide group connections to give families an opportunity to build social connections with each other, engage in parent-child interaction activities, and increase their knowledge of ways to support children's development.
- Complete at least an initial and annual developmental screening and health review for each enrolled child.
- Connect families to resources that help them reach their goals and address their needs.
- Help parents and children transition to other services as needed, to preschool, or to kindergarten.
- Maintain and submit in a timely way all required family and program documentation.
- Participate in at least 2 hours of reflective supervision monthly and at least 2 hours of staff meetings monthly.
- Obtain competency-based professional development and renew parent educator certification annually.
- Participate in continuous quality improvement.
- Maintain current, confidential files on each enrolled child.
- Attend assigned trainings.
- Other duties as assigned.

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Supervisory Responsibilities

This position does not have supervisory responsibility.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, and Excel, and familiar with office equipment. Must have good recall memory, typing, organizational and listening skills. Strong communication and interpersonal skills (e.g., nonjudgmental, objective, reflective, empathic, patient, tactful).

Education and/or Experience:

Must have at least a high school diploma or GED equivalent with CDA (date of hire or within 1 year of employment) and CDL (within one year), and a minimum of two years' previous supervised work experience with young children and/or parents.

Must have valid driver's license and Commercial Drivers License (CDL) within 6 months of hire; clear criminal background and maltreatment APS/CPS check and be bondable

Must obtain a food handler's permit, be bondable, train in First Aid and CPR and receive a physical exam every two years with initial time test. Other State and Federal regulations if applicable.

Language Skills:

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 50 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

Employee Signature

Date

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