

MountainHeart

Job Description

Job Title: Parents as Teachers Supervisor
Department: Parents as Teachers
Reports To: HS/EHS Director
FLSA Status: Exempt
OSHA Category: Category 1

Summary: The Parents as Teachers supervisor provides leadership, oversight and vision for the work of the affiliate. The supervisor's responsibilities include directing, coordinating, supporting, and evaluating the on-the-job performance of parent educators.

Essential Duties and Responsibilities:

- PAT Quality Standards, and affiliate policies and procedures.
- Coordinate advisory committee.
- Develop/maintain relationships with community organizations and leaders to help grow and sustain the program.
- Establish and update Memorandums of Understanding with community organizations, along with a Resource Network Directory.
- Oversee direct recruitment efforts or participation in centralized intake system.
- Supervise parent educators. (maintaining necessary documentation of the following activities)
 - a) Provide at least 2 hours of individual reflective supervision monthly to each parent educator.
 - b) Provide an orientation process for new parent educators that begins with hiring and continues throughout the first year after PAT training.
 - c) Conduct at least 2 hours of staff meetings monthly that cover administrative issues and provide opportunities for review of implementation data, case discussion, peer support and skill building.
 - d) Observe parent educators delivering services within 6 months after training and then at least annually thereafter, providing verbal and written feedback.
 - e) Observe at least one group connection quarterly.
 - f) Facilitate parent educators' completion of an annual core-competencies self-assessment.
 - g) Complete an annual performance evaluation of each parent educator, including written professional development goals.
 - h) Ensure that parent educators obtain necessary professional development and renew certification with PATNC annually.
- Ensure that staff have access to necessary technology, workspace and supplies to effectively fulfill their responsibilities.
- Monitor service documentation, data collection and reporting. (including annual submission of the Affiliate Performance Report)
- Engage in quality assurance using PAT quality assurance tools.
- Facilitate continuous quality improvement.
- Maintain and monitor the budget for the PAT program.
- Strong interpersonal skills.
- A commitment to reflective supervision, data collection, and continuous quality improvement.
- New supervisors complete the PAT Foundational and Model Implementation trainings before delivering the PAT model or supervising parent educators.

July 11, 2018 – Approved by Policy Council
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- Coordinate and monitor the delivery of services in accordance with PAT.
- Maintain current, confidential files on each enrolled child.
- Attend assigned trainings.
- Other duties as assigned.

Supervisory Responsibilities

This position does 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, excellent communication skills, and familiar with office equipment. Must have good recall memory, organizational and listening skills.

Education and/or Experience:

Bachelor's degree in early childhood education, social work, health, psychology or a related field (or equivalent degree outside the US) and 5 years' experience working with families and young children. 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 year with an initial tine 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