

MountainHeart

Job Description

Job Title: Parent Partner
Department: Birth to Three
Reports To: Director
FLSA Status: Non-Exempt
OSHA Category: Category 3

Summary: This position performs public relations and child find activities; ensures the implementation of family to family support through the central directory.

Essential Duties and Responsibilities

- Provide outreach to assigned RAU service area.
- Facilitates exhibits at conferences, expositions or other events.
- Conduct educational presentations in reference to BTT, child care, and other early childhood topics.
- Attend FRN, early childhood, head start, and other committee or group meetings.
- Update resource information.
- Provide community agencies with information on BTT (WIC, DHHR, physician offices, hospitals, etc.).
- Facilitate circle of parents support group.
- Other duties as assigned.

Supervisory Responsibilities:

This position has no 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.
- Confidentiality – Must maintain confidentiality in and outside the office setting.

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, typing, organizational and listening skills.

Updated: August 1, 2018

ALL PERSONNEL ARE AT WILL EMPLOYEES

MountainHeart Community Services, Inc. is an Equal Opportunity Employer

Education and/or Experience:

Parent of a child who was eligible for and received either WV Birth to Three or Preschool Special Education Services. Parents must possess a high school diploma or GED and have completed required WV Birth to Three training hours to be credentialed as a Parent Partner. Parent Partners are employed through the Regional Administrative Unit.

Must have valid driver’s license, clear criminal background and APS/CPS check.

Language Skills:

Ability to write reports and other written communication. Ability to effectively present information and respond to questions from 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, sit, reach, pull, push, bend, stoop, and squat. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds.

Extensive travel is required. The employee is frequently required to drive, type, hear, sit and be able to see.

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