



### ***Position Description***

<b>Position Title: Parent Partner – Spanish Speaking</b>	
<b>Submitted By: Beth Urban</b>	<b>Date Revised: 9/15/16</b>
<b>Approximately 38 hours per week – Job date is October 1, 2016 – September 30, 2017</b>	
<b>Work Area/Department: Dowd Education Center</b>	
<b>Immediate Supervisor’s Title: Director of Education</b>	

#### **Section I – Position Role Statement**

The Parent Partner is responsible for providing pre-kindergarten literacy services and interventions to children and families eligible for the SPARK Program. The Parent Partner is fluent in Spanish and is responsible for maintaining highest standards in educational practice and adherence to the SPARK model. The Parent Partner is responsible for adherence to policies, procedures, guidelines and standards of SPARK and Homeless Families Foundation.

#### **Section II – Essential Tasks**

- a. Actively assists in recruitment of children and families eligible for the SPARK program.
- b. Provide home visits to children and their parents/guardians eligible for the SPARK program.
- c. Attend and complete all SPARK required trainings and adhere to the SPARK model of home visitation.
- d. Successfully achieve reliability with Pre-K literacy assessment tools- ASQ, Ready to Read, PENS-B and others as determined by HFF or the SPARK program.
- e. Provide all lesson to families in Spanish or English
- f. Develop therapeutic relationships with children and their parents in a home visiting environment with a case load of at least 30 clients. Provides at least monthly face to face contact with children and families.
- g. Assess educational, physical, emotional, social and environmental needs of children and their families as they relate to the SPARK domains.
- h. Develop individual learning plans for SPARK children and families.
- i. Completes required documentation of cases/client load within require timelines according to SPARK guidelines.
- j. Provide support and linkages to resources for children and families in meeting their goals per SPARK guidelines.
- k. Consult and collaborates with other SPARK parent partners involved in providing services to children and families.
- l. Cooperates in review and analysis of the data reports for achievements and areas for improvement.
- m. Complete all required TANF paperwork
- n. Performs other duties as assigned or required

## **Section III – AGENCY VALUES/COMPETENCIES**

### **PROFESSIONALISM**

- Exhibit respect for colleagues, clients and community through positive communication, appropriate body language and dress.
- Exhibit highest work ethic; completes projects on time, work is accurate and thorough; dependable and reliable.
- Maintain confidences.
- Establish and maintain effective relationships with peers, clients and supervisors.
- Actively seek win-win solutions by avoiding hidden agendas.

### **COMMUNICATION SKILLS**

- “Seeks to understand before being understood”.
- Present recommendations, evaluations and solutions in a clear and non-threatening manner.
- Use appropriate body language, tone and terms.
- Verbal and written communication is positive, consistent and constructive.
- Listen with open mind.

### **TEAM PLAYER**

- Champion for programs, services and staff of The Homeless Families Foundation.
- Participate in activities and interdepartmental meetings; contribute individual skills and knowledge to increase likelihood of success.
- Assist all colleagues when necessary in order to meet client needs.
- Collaborate with others to meet deadlines and objectives.
- Mentor less experienced staff.

### **CONTINUOUS IMPROVEMENT**

- Accept responsibility for identifying areas for personal growth and knowledge that are relevant to current and/or future client needs.
- Participate in quality improvement activities for agency including outcome measurement, impact of service and accountability

## **Section IV – Work Experience and Education**

BS/BA in Education/Early Childhood Education preferred, Associates Degree and/or Certification will be considered

Minimum 2 years working with at-risk children

Fluent in Spanish

Valid driver’s license

Valid auto insurance

## **Section V – Organizational Relationships**

Reports to: Director of Education

Peers: Parent Partner

**Section VI – Scope of Responsibility**

Parent Partner is responsible for working with parents and caregivers to provide at least monthly educational visits that prepare children for kindergarten.

**Section VII – Special Requirements**

Experience working with at-risk children.

**Section VIII – Reviewed By:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Email resume to [burban@homelessfamiliesfoundation.org](mailto:burban@homelessfamiliesfoundation.org)

*No phone calls please.*