



## **SPARK Parent Partner**

### **Our Mission:**

The Homeless Families Foundation educates and nurtures children while empowering families to achieve stable housing and self-sufficiency.

### **Position Overview:**

This position reports to the **Director of Education** and is responsible for providing pre-kindergarten literacy services and interventions to children and families eligible for the SPARK Program. The Parent Partner is responsible for adherence to policies, procedures, guidelines and standards of SPARK and Homeless Families Foundation.

### **Key Responsibilities:**

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

### **Qualifications:**

- BS/BA in Education/Early Childhood Education/Education Administration preferred; Associates Degree and/or Certification will be considered
- Minimum two years' working with at-risk children
- Congruence with agency mission and values required.



- Valid Ohio driver's license, proof of automobile insurance, ability to successfully pass a drug screen and ability to pass a criminal background check required.
- Valid Auto Insurance
- Physical ability to lift and carry file boxes and supplies.