



# People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change

## Home Visiting Program Manager (“Parents As Teachers” Project)

**Department:** Early Childhood Education Programs

**Classification:** Exempt

**Reports to:** Director, Early Childhood Education Programs

### **JOB DESCRIPTION**

#### **Summary:**

Parents as Teachers (PAT) is a home visiting, evidenced-based, early childhood program. PAT matches parents and caregivers with trained professionals who make regular personal home visits during a child's earliest years in life, from prenatal through kindergarten.

The PAT's Home Visiting Program Manager is responsible for managing the administrative day-to-day operations of the PAT Program including supervision of at least 4 home visiting staff, and fiscal management of an annual budget of close to \$500K.

#### **Logistics:**

Plans, coordinates, and monitors key metrics of staff and program objectives and goals.

#### **Essential Duties and Responsibilities:**

- Leads program to successfully serve at least 120 families of young children.
- Promotes staff morale by creating a trusting environment that fosters creativity and provides opportunities for professional growth, including promoting training and supervising work.
- Ensures that quarterly group connections adhere to PAT Affiliate standards.
- Reviews and monitors corresponding planning/delivery documentation and evaluations of, and for home visitors.
- Advances home visitors' performance by meeting regularly to provide performance feedback and support based on trauma informed practice, expectations in job descriptions, program plans, and policies and procedures, as conforming to PAT standards.
- Exercises prudence of program resources by making decisions based on available program financial reports and applicable PAT program financial requirements (e.g., allowable costs, non- federal share, cost-sharing).
- Manages to achieve fidelity with the PAT model.
- Meets PAT quality assurance requirements. Develops meaningful and realistic program plans by analyzing relevant information, program improvement efforts and multiple data sources (e.g., community assessment, program self-assessment, Affiliate Performance Report (APR), performance appraisals, to identify program improvement needs.



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- Meets PAT program documentation requirements by ensuring that the program maintains accurate, objective, complete, timely, and well-organized child, family, financial, and program records. Annually assesses competencies and performance of self and home visitors.
- Employs a culturally competent and flexible approach when working with those from various cultures by acknowledging, accepting, and accommodating differences and ensures that own communication is easily understood by speaking and writing clearly and using standard grammar and spelling.
- Further professional growth by seeking feedback, reflecting on and assessing own practice, and taking advantage of opportunities to improve skills and knowledge.
- Recruits and determines eligibility for families.
- Manages contractors.
- Assists in recruiting and managing relationships with resource networks used by the Parent Educators.
- Communicates with internal and external stakeholders about events, progress, success stories, and other topics, working and coordinating with PEC and BELL staff.

## **Competencies**

- Leadership and ownership
- Project Management
- Staff management, supervision, and development
- Resource management and stewardship
- Strong interpersonal skills
- Planning and organizing
- Implementation and execution
- Observation and documentation
- Research and analysis
- Demonstrated excellent written and verbal communication skills
- Trauma-informed knowledge, understanding and practice, skills

## **Required Education and Experience**

Baccalaureate degree social work, early childhood education, (minimum). Demonstrated experience in home visitation, supervision of staff, fiscal management, and administration.

## **Preferred Education and Experience**

Master's degree, preferred

## **Additional Eligibility Qualifications**

Demonstrated experience working in a quality home visiting program or early childhood education setting. Knowledge of PAT Performance Standards helpful. Experience working with families experiencing homelessness. Demonstrated experienced with trauma-informed care principles.



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## **Work Environment**

Office setting combined with home visitation as necessary. This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## **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 frequently required to sit, talk, and listen. The employee is occasionally required to walk, use hands and fingers to feel, handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.

## **Other Duties:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

*PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.*

Please send resumes to: [redwards@pec-cares.org](mailto:redwards@pec-cares.org)