



PEOPLE'S EMERGENCY CENTER

Nurturing Families, Strengthening Neighborhoods, Driving Change.

Parents As Teachers Manager

Department: Center for Early Learning

Classification:

Reports to: PEC Early Learning Director

Parents as Teachers (PAT) is an evidenced-based early childhood home visiting program designed to build strong families by emphasizing parent-child interaction, development-centered parenting and family well-being.

JOB DESCRIPTION

Summary:

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

Essential Duties and Responsibilities include and not limited to:

- Leads program to successfully serve 120 families after three years, and prepares program for continued funding.
- Supports staff retention by creating an environment that fosters equity and provides opportunities for professional growth, including promoting their training and supervising their work. Observes at least 1 group connection quarterly, and reviews corresponding planning/delivery documentation and evaluations for parent educators.
- Advances staff performance by meeting regularly with individual staff to provide performance feed-back based on expectations contained in job descriptions, program plans, and policies and procedures, as conforming to PAT standards.
- Exercises prudent stewardship of program resources by making decisions based on 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 qualifications. 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.
- 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 Parent Educators.
- 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.

- Furthers professional growth by seeking feedback, reflecting on and assessing own practice, and taking advantage of opportunities to improve skills and knowledge.
- Will take on a caseload of up to five families, using the 4 PAT Personal Visit Observation Tool.
- Will recruit and determine eligibility for families.
- Will manage 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.

Competency Categories:

- Leadership and ownership
- Staff management and development
- Resource management and stewardship
- Strong interpersonal skills
- Planning and organizing
- Implementation and execution
- Observation and documentation
- Research and analysis
- Excellent written and verbal communication
- Trauma-informed.

Required Education and Experience:

Baccalaureate degree (minimum). Demonstrated experience in supervision of staff, fiscal management, and administration.

Preferred Education and Experience:

Master's degree, preferred.

Additional Eligibility Qualifications:

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

Work Environment:

Office setting combined with home visitation as necessary.

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 hear. The employee is occasionally required to walk, climb stairs, and reach with hands and arms. The employee must be willing to 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.

Please send your resume to resumebell@pec-cares.org

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.