



COMMUNITY PARTNERSHIPS

Bilingual Lead Coordinator Parent-Child Home Program Position Description

Community Partnerships is an emerging leader in coordinated care and mental health service delivery in Dane County and the Greater Madison area. We embrace a strengths-based approach in partnering with others to address the mental health and wellness needs of our community. We value collaboration, learning, and growth. We encourage personal and professional growth in all positions in our agency and seek new talent that will continue to enrich and diversify our workplace perspective and our connection to the community.

The Parent-Child Home Lead Coordinator works closely with the Program Supervisor and program staff. The Lead Coordinator is responsible for providing clinical and administrative supervision to a small group of Home Visitation Staff, as well as providing on site support in the form of program outreach, management of referrals, orientation and training of new staff, crisis management, billing/reporting, and general office organization. The Lead Coordinator is also responsible for maintaining a small caseload of enrolled families.

As with all positions at our agency, it is the duty of individual in this position to fully support the mission, vision and values of the agency, to work in a coordinated manner with other employees, and to demonstrate professional and personal confidence in the service delivery model and approaches taken by the organization.

The Parent-Child Home Lead Coordinator is expected to respect people of all socioeconomic and racial/cultural backgrounds and be competent in performing all duties associated with this position. She or he must possess high levels of comfort, skill and respect in working with people of many different life experiences and beliefs. The Parent-Child Home Lead Coordinator is required to express self clearly, compellingly, and honestly in written and verbal communications. She or he must be physically and emotionally prepared to meet the needs of the agency during working hours.

Position Responsibilities:

Direct Service

1. Provide to 3-5 families direct home visitation services that are trauma-informed, culturally relevant, and non-stigmatizing.
2. Partner with families to establish a realistic plan of action in response to assessed needs and stated goals.
3. Assist the individual and family with identifying and establishing natural and professional supports in the community. Advocate for families within the community to address barriers which may interfere with family growth and access to services.
4. Complete all consumer-related and program-related paperwork according to established guidelines for quality and timeliness.

Administration

1. Participate in meetings with other Program Coordinators to review cases, strategize and update on program as needed.
2. Provide input into budget development.
3. Collect and analyze program statistics including but not limited to tracking enrollment, disenrollment, referrals and assessments.
4. Recruit, interview, and select families to participate in the program.
5. Develop and implement the training of home visitors in accordance with the PCHP National Center's curriculum, both prior to starting the program and throughout the year, through weekly staff meetings.
6. Choose appropriate early childhood curricular materials in accordance with PCHP standards.
7. Maintain, monitor, and distribute inventory of curricular materials (toys and books).
8. Write curriculum guide sheets, as needed.
9. Visit and interview program families at least twice a year.
10. Maintain liaison with appropriate school district staff and other early childhood programs and other referring sources within the community.
11. Make presentations on the program, as requested, to local community groups, school boards, etc.

Program Development & Implementation

1. Submit data as required to all funding sources throughout the year, as well as work with licensing entities to maintain certification
2. Prepare and maintain records, reports and/or test data on participating children.
3. Analyze the results of such assessments and makes recommendations thereon.
4. Participate in research activities conducted by the Parent-Child Home Program's National Center.
5. Collect and preserves data, through the PCHP web-based Management Information System, and as requested by funders, school district, etc.
6. Participate in follow-up research on families.

Supervisory

1. Provide direct supervision to Parent-Child Home Visitors, including at a minimum bi-weekly supervision meetings, weekly as needed with each home visitor assigned.
2. Provide ongoing technical assistance, oversight, and monitoring of required paperwork/documentation/billing.

Agency

1. Attend and actively participate in program meetings and agency meetings.
2. Follow Community Partnerships' confidentiality guidelines to ensure client privacy.
3. Follow Community Partnerships' policies and procedures as cited in the Employee Handbook.
4. Perform other duties as requested by the direct supervisor or agency director that enhance the overall agency operation.
5. Hold a valid driver's license, have access to reliable transportation, and have a driving record that enables purchase of automobile insurance, in accordance with agency guidelines.
6. Any and all additional tasks as assigned.

Required Qualifications:

- Bachelor's degree in Social Work, Early Childhood Education, or related field
- Bilingual in Spanish language (in addition to English) as determined by ALTA test and within CP acceptable range
- 1-2 years relevant work experience in human services, direct services, home visiting, or related field
- Ability to drive self and others via vehicle, have daily access to a reliable vehicle, and have valid drivers' license and insurance
- Must have strong time management skills and the ability to balance multiple tasks
- Must be able to make sound judgments, work independently and as a member of a team
- Proficient computer skills, specifically in current versions of Microsoft Word, Excel, Outlook and Power Point; and willingness to learn new skills as needed or required
- Demonstrated written and verbal communication skills
- Ability to pay attention to detail and a commitment to quality and the timely completion of duties

Preferred Qualifications:

- Master's degree in Social Work, Early Childhood Education, or related field

HIPAA Regulations:

As a required part of employment with Community Partnerships, the employee must preserve all rights and protections under the Health Information Portability and Accountability Act (HIPAA) of 1996 for the consumer population served by this agency; it is the obligation of the employee to ensure that private health information is protected and that disclosures are permitted only with appropriate authorization. The employee is required to comply with all Federal and State regulations as part of the organization's HIPAA training which describes the policies and procedures for the agency.

Accountability:

The Parent-Child Home Lead Coordinator is accountable to the Program Supervisor.

Employment Status: Regular full-time

FLSA Status: Non-exempt

Physical Demands:

Performing the duties of this position involves employees sitting, standing, stooping, bending, lifting, walking, climbing, and speaking. The functions of this position are varied in nature and require the ability to make clear and concise presentations and to respond in an effective and appropriate manner during crisis.

The Parent-Child Home Lead Coordinator may be requested to lift children and/or materials of up to 35 pounds unassisted, while also accessing a second-story location. Must be able to supervise children through sight and sound. This position requires routine local driving. Specific vision abilities required include close and distance vision. The employee is required to communicate effectively via verbal, audible and written means.

Work Conditions/ Hours:

This position requires the employee to provide services in the homes of families within the community. The noise levels in the work environment may vary, as is expected when working with young children and

families. Regular schedule is typically Monday - Friday, occasionally a Saturday, with some scheduling flexibility. The employee may be required to work on weekends, depending on clients' needs and schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Instructions:

Send completed application form, cover letter and resume to:

Attn: Human Resources
Community Partnerships, Inc.
1334 Dewey Court
Madison, WI 53703

Alternatively, fax to (608) 250-6637 or e-mail to hr@commpart.org

If you need technical assistance or an accommodation during the application/hiring process please email us at hr@commpart.org or call (608) 250-6334.

- Application Form available at www.community-partnerships.org. Application packet **must be complete** to be considered.
- Applications will be reviewed upon receipt. Please submit your application as soon as possible for early consideration. Position will remain open until filled.
- Criminal background check is required for employment.
- Valid Wisconsin Driver's License, access to reliable transportation, and automobile insurance are required.

Community Partnerships is an Affirmative Action/Equal Opportunity employer. Community Partnerships offers equal employment opportunities to all employees and applicants for *employment, upgrading, demotion or transfer, recruiting, layoff or termination, rates of pay or other forms of compensation, selection for training including apprenticeship insofar as it is within our control* without regard to race, color, religion, sex, sexual orientation, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, political beliefs, student status, genetic information, marital status, age, disability, or any classification protected by federal, state, or local laws.

The information written in this job description indicates the general nature and level of the work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. While employed in this position, an employee may be required to perform other duties not listed in the description. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. Community Partnerships retains the discretion to add duties or change the duties of this position at any time.