



## ***ParentChild+ Early Learning Specialist Position Description***

RISE 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 Early Learning Specialist is supported by the Program Coordinator and works in collaboration with all ParentChild+ staff. The Early Learning Specialist is responsible for providing education and support services to parents and their children in the ParentChild+ home visiting program.

### **Position Responsibilities:**

#### **Direct Service**

1. Visit with assigned program families (parent/caregiver(s) and their two to four-year-old children) in their homes twice a week for 30 minutes each visit.
2. Demonstrate reading, play, and verbal interaction techniques to facilitate parent-child interaction during visits.
3. Exhibit warmth, patience, and a non-judgmental attitude when interacting with program families, with a focus on relationship-building through active and empathic listening, validating experiences and concerns, and meeting families where they are during visits.
4. Regularly share information with families regarding child development and school readiness, and provide suggestions to families on how to utilize program books and toys outside of home visits to support their child's growth.
5. Team with the Coordinator as they provide care coordination to assigned families, which may include sourcing and delivering material goods or wraparound funds, assisting with paperwork or assessments, coordinating with other providers, etc.
6. Be flexible in the home setting, respond to a variety of circumstances as they occur, and show good judgment in seeking support and guidance from the Coordinator and other staff when needed.
7. Enjoy working independently with a strong sense of responsibility regarding carrying out the required job duties on one's own.

#### **Administration**

1. Complete a minimum of 16-hours of training delivered by the Program Coordinator prior to beginning home visits.
2. Maintain accurate records to monitor families' progress through each cycle of the program, including anecdotal home visit reports, spreadsheets tracking missed and completed visits, and child development and parent-child interaction assessments.

3. Attend and participate in individual meetings with the Program Coordinator, 2-hour weekly staff meetings, and group reflective supervision.
4. Demonstrate an interest in learning about the ParentChild+ program model and in being a life-long learner.
5. Keep all family information confidential except as required by law.

#### Program Operations

1. Participate in community outreach opportunities to engage with and recruit future program participants.
2. Create and update guide sheets for the books and toys utilized in the program curriculum.
3. Provide regular feedback on the program curriculum and additional learning activities shared with program participants.

#### **Required Qualifications:**

- High school diploma or GED
- Is knowledgeable about early childhood development
- Existing knowledge of Dane County communities or willingness to learn
- Possession of strong time management skills and the ability to balance multiple tasks
- Demonstrated ability to make sound judgments, work independently and as a member of a team
- Ability to drive self and others via vehicle
- Daily access to a reliable vehicle, with valid drivers' license and insurance
- Demonstrated written and verbal communication skills
- 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
- Ability to pay attention to detail and a commitment to quality work

**HIPAA Regulations:** As a required part of employment with RISE, 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.

#### **Physical Demands:**

**OFFICE JOBS:** While performing the duties of this job, the employee is required to sit at a desk and computer for long periods of time, is occasionally required to stand; use hands and fingers to operate and handle keyboards and computer controls. May be requested to lift materials of up to 35 lbs. Specific vision abilities required include close vision reading. The position requires sitting, standing, stooping, bending, lifting, walking, climbing, speaking and driving. 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 employee is required to communicate effectively via verbal, audible and written means.

**HOME VISITORS:** 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 Early Learning Specialist may be requested to lift children and/or materials of up to 35 lbs. unassisted, while also accessing a second-story location. This position requires dexterity with ability to push, pull, carry, balance, and kneel to assist and perform activities with children. The employee must be able to supervise children through sight and sound. 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:**

Heated and air-conditioned open office/office environment. Noise level is usually low to moderate. This position requires the employee to provide services in the homes of families within the community. High amount of travel by vehicle required. The employee may be requested to drive self and others via vehicle. The ability to be flexible with scheduling is required. The employee may be required to work on weekends, depending on program needs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**HOME VISITORS:**

Offsite visiting: This position requires the employee to provide services in the homes of families within the community. As such, work conditions in program participant homes will vary. The noise levels in the work environment may vary, as is expected when working with young children and families.

**Application Instructions:**

Send completed resume to [hr@risewisconsin.org](mailto:hr@risewisconsin.org)  
Alternatively, fax to (608) 250-6637 or mail to:  
Attn: Human Resources  
RISE  
2120 Fordem Ave  
Madison, WI 53704

If you need technical assistance or accommodation during the application/hiring process, please email us at [hr@risewisconsin.org](mailto:hr@risewisconsin.org) or call (608) 250-6334.

- Criminal background check is required for employment.

**RISE is an Affirmative Action/Equal Opportunity employer.** RISE 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. RISE retains the discretion to add duties or change the duties of this position at any time.*