



*ParentChild+*  
*Bilingual Coordinator*  
*Position Description*

RISE is an emerging leader in coordinated care, crisis respite, 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 ParentChild+ Bilingual Coordinator reports to the Early Childhood Director and works closely with program staff. The Coordinator oversees the training and supervision of Early Learning Specialists (ELS) and is responsible for the overall daily operations of ParentChild+.

As with all positions at our agency, it is the duty of the individual to fully support the mission, vision, values, and diversity statement of the agency. The individual must work in a coordinated manner with other employees and community partners to provide culturally relevant, equitable, and inclusive care while demonstrating professional and personal confidence in the service delivery model taken by the agency.

**Position Responsibilities:**

**Administration**

1. Receive and review referrals of families with a child between 2–3 years old.
2. Recruit, interview and select families to participate in the program.
3. Coordinate and assign participant referrals and maintain wait lists. In review of referrals, coordinate with other community service providers to ensure families are getting connected to the service (s) most appropriate to meet the families' needs, as identified and/or requested by the family.
4. Co-facilitate weekly regular program meetings.
5. Participate in meetings with Coordinators to collaborate and support Early Learning Specialists (ELS) and program development.
6. Choose appropriate early childhood curricular materials in accordance with ParentChild+ standards and guidance.
7. Maintain, monitor, and distribute inventory of curricular materials (toys and books).
8. Prepare curriculum guide sheets, as needed.
9. Complete 16-hours of training delivered by Program Supervisor and/or Coordinators prior to beginning home visits.
10. Complete and monitor agency-related administrative tasks such as: time sheets, staff expense reports, ET approvals.

### Supervisory

1. Provide regular weekly individual supervision and group reflective supervision to supervisees and other program staff.
2. Support Lead Coordinator with the training of Early Learning Specialists in accordance with ParentChild+ National Center's curriculum.
3. Monitor and evaluate Early Learning Specialists through home visit records, audio/video tapings, weekly staff meetings, personal conferences, and observations of home visits.
4. Employ staff recognition strategies to maintain staff morale and effectiveness.
5. Create and implement plans of improvement and disciplinary actions as needed.
6. Conduct program evaluation for all program families at least twice per year.

### Program Development & Implementation

1. Coordinate community outreach to always maintain program enrollment at or near capacity.
2. Participate in advocacy and outreach for the program.
3. Build and maintain liaison with appropriate school district staff and other early childhood programs and other referral sources within the community.
4. Submit data as required to all funding sources throughout the year.
5. Prepare and maintain records, reports and/or test data on participating children.
6. Analyze the results of each assessment and make recommendations.
7. Collect data through the ParentChild+ web-based management information system DAISY and as requested by funders, school district, etc.

### Direct Service

1. Coordinators will be assigned families to deliver the program curriculum in a trauma informed and culturally relevant manner, in addition to providing resource and referral support to the families of ELS under their supervision.
2. Visit with assigned families, in their homes, on a twice-weekly basis, demonstrating reading, play, and verbal interaction behaviors with two, three, or four-year old children and parent or primary caregiver.
3. Assist participating families, at their request, in accessing education, health and housing and community resources.
4. Assist participating families, at their request, to interpret assessments and follow up that have resulted from a ParentChild+ referral.
5. Work closely with school district personnel who provide supportive services to participating families, such as school social workers, school psychologists, special education evaluation, Adult Education staff etc.
6. Work closely with community agency personnel who provide supportive services to participating families, such as Department of Human Services staff, youth outreach workers, church outreach workers, local health clinic personnel, etc.

### Agency

1. Engage in ongoing examination of and engagement with one's own biases and continued work toward cultural humility.
2. Work with everyone embracing different perspectives and life experiences beyond one's own experience and perspective.

3. Attend and actively participate in program and agency meetings.
4. Attend and engage in Extended Leadership meetings.
5. Follow RISE's confidentiality guidelines to ensure program participant privacy.
6. Follow RISE's policies and procedures as cited in the Employee Handbook.
7. Perform other duties as requested by the direct supervisor or agency director that enhance the overall agency operation.
8. 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.
9. All additional tasks as assigned.

**Required Qualifications:**

- Bachelor's Degree in social work, psychology, child development, or closely related field **or** five years or more experience working with individuals or families on issues related to early childhood development and education, mental health, community resources usage, care coordination and/or advocacy.
- Bilingual in Spanish (in addition to English) as determined by ALTA test and within RISE'S acceptable range.
- Previous experience working with individuals or families on issues related to early childhood development and education, mental health, community resources usage, care coordination and/or advocacy.
- Experience providing home-based support of individuals or families.
- Demonstrated ability to work as a member of a team.
- Demonstrated written and verbal communication skills.
- Experience working with others from diverse cultural backgrounds and a commitment to cultural humility.
- Commitment to cultural humility and trauma-informed care.
- Commitment to strength-based, recovery-focused programming.
- Demonstrated flexibility, initiative, and creativity.
- Ability to drive self and others via vehicle.
- Daily access to a reliable vehicle, with valid driver's license and insurance.
- 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 and the timely completion of duties.

**Preferred Qualifications:**

- Master's degree in Social Work, Early Childhood Education, or related field.
- Has lived experience, including but not limited to past participation in ParentChild+ or other home visiting program.
- Has previous experience in ParentChild+ as an Early Learning Specialist (ELS).
- Knowledge of Dane County's community resources which benefit adults and families.
- Leadership experience in the community and/or in a formal supervisory role.

- Bilingual in French, Arabic, Hmong, or another language as deemed necessary by program (in addition to English) as determined by ALTA test and within RISE'S acceptable range.

**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.

**Accountability:**

The ParentChild+ Coordinator is accountable to the Early Childhood Director.

**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 ParentChild+ 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. Travel by vehicle is required. The employee may be requested to drive others via vehicle. Regular schedule is typically Monday - Friday, occasionally a Saturday, with some scheduling flexibility. The employee may be required to work on weekends, depending on program participants' needs and schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.*

**I acknowledge that I have read, understood, and received a copy of the position description. I accept this position with RISE.**

Signatures:

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Employee signature and date

Printed Name

I have provided this position description to the employee and answered any related questions.

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Supervisor signature and date

Printed Name