

Job Description: PAT/HIPPY Program Coordinator

Department: FYI

Last Revised: 6/22

Definition

Parents as Teachers (PAT) and Home Instruction for Parents of Preschool Youngsters (HIPPPY) provides an evidence-based home visiting framework which is a center for innovation in promising practices, flexible and adaptive designs. This position is responsible for the coordination of the PAT/HIPPY Program and will be implementing programs in Washoe County. The Program Coordinator is responsible for providing information and referrals, case management, outreach and direct services to families participating in the program. The Program Coordinator will also provide monthly community and parent engagement activities and have an understanding of early childhood education as well as strength based and wraparound case management. This position serves as the primary link between the program, the clients, school district personnel, case managers, and the FYI Interns and will supervise case managers and reports to the Program Manager.

Supervision Exercised

Supervision of program volunteers, Case Managers, Specialists and Interns

Duties

- Review and implement the Essential Requirements of the PAT program;
- Review and implement the Essential Requirements of the HIPPY program;
- Obtain competency-based professional development and training and renew certification with the PAT National Office annually;
- Complete HIPPY Coordinator training with HIPPY International;
- Conduct group connections across the program year;
- Reports data on service delivery and program implementation annually;
- Oversee the screenings for developmental domains (language, cognitive, social-emotional, and motor development);
- Achieves a working knowledge of funding source(s) and the program reporting requirements;
- Develops policies and procedures to meet funder requirements ensuring best practices and current research is included;
- Orients new staff to the program;
- Models appropriate communication and workplace behavior;
- Coordinates the referral and intake processes for the program;
- Directs the day-to-day operations of the program;
- Assist staff in understanding the agency mission, strategic focus areas and overall goals and objectives. Contribute to the success of these areas;
- Enters, updates, and monitors computerized client databases(s) for the identified program;
- Assists Case Managers, Specialists and Interns in contacting families and resolving identified

concerns with families;

- Implements and evaluates measurable outcomes for the identified program;
- Completes monthly program reports and conducts program evaluation to ensure service quality;
- Submits monthly reports regarding program activities to the Program Manager and funding sources as needed;
- Disseminates information regarding the identified program, including community presentations and program materials, and performs other outreach functions as needed;
- Set annual goals and objectives related to specific job function;
- Recruitment presentations for hospitals, Pediatricians, Lamaze classes, etc.;
- Attend community events and present information about PAT and HIPPY;
- Under supervision of Program Manager, will be required to manage line items and/or program budget to achieve objectives within budgeted amounts;
- Perform other duties as assigned.

Minimum Qualifications Needed:

Knowledge of and Practice in Providing

- Community agencies and resources, as well as an understanding of the problems facing children, youth and families.
- Family and youth relationship issues.
- Early childhood education principles and practices for promoting social, emotional competence in infants and young children.
- Positive parenting concepts and work/life supports for families.
- Leadership skills including sound decision-making, crisis management techniques, staff motivation and be a self-motivated team player.
- Computer applications and the desire to learn new programs.
- Case management.

Ability to

- Express ideas clearly and concisely both orally and in writing.
- Work with adults and youth of diverse backgrounds and beliefs.
- Problem solve in stressful situations
- Keep appointments punctually, be organized and demonstrate follow through.
- Work with adults of diverse backgrounds and beliefs and adapt service delivery accordingly.
- Work collaboratively with staff and community agencies.

Special Requirements, Education and Experience:

- Bachelor's degree and at least two years' work experience, which includes program planning, case management, and crisis management experience; experience in Early Childhood Education. Equivalent experience may be substituted for the degree.

Stipulations:

- Must have reliable transportation to get to and from work;
- Must possess a valid Nevada Driver's License, and have current insurance if using a personal vehicle for company work;

- Must be able to lift and carry 25lbs; walk up and down stairs; get up and down on the floor; possess fine and gross motor skills; repetitive motion when inputting data;
- Requires occasional weekend and evening hours.
- Requires travel in state and out of state for training and/or home visits.

Benefits

- Eligible to receive Cabinet benefits for full-time staff.
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