

## Front Porch Alliance

### JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>Nurturing Parenting Program Coordinator</b>
<b>REPORTS TO:</b>	<b>Executive Director</b>
<b>STATUS:</b>	<b>Full time</b>

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#### Description

Front Porch Alliance works together with Kansas City's Eastside children and families to meet their changing needs at home and in school. The Nurturing Parenting Coordinator will provide program management by researching, developing, organizing, implementing, and coaching our home visitor specialist. They will also be the liaison between FPA and Promise 1000.

#### Responsibilities

- Coordinate the day-to-day activities of our nurturing parenting program.
- Ensures implementation, coordination, delivery, and/or oversight of developmentally appropriate curriculum and other specific training.
- Plans and coordinates home-based bi-monthly socializations using developmentally appropriate curriculum in compliance with our home visiting program.
- Consults with parent coaches (3) regarding curriculum, and documentation of education and child development.
- Researches, develops, organizes, and implements training opportunities for parent coaches as required.
- Monitors completion of developmental screenings including follow-up on action plans. Sends reminders to home-based staff for completion of screenings within 45 days requirement and follows up on a regular basis. Uses Red Cap to monitor data entry of developmental screenings, follow-up, and child assessment data.
- Collaborates with Executive Director to ensure policies and procedures are updated annually and with other parent coach staff to ensure continuity of services.
- Attends and participates in meetings and training appropriate for the position
- Ensures resources are available for parent coaches to conduct home visits and transition plans.
- Assesses resources (handouts, brochures, and forms) annually and re-evaluates effectiveness, if necessary.
- Remains current in early childhood practices, research, and emerging trends.
- Supports and collaborates with the early learning coordinator and families regarding child development to ensure the healthy wellbeing of a developing child.
- Compiles and analyzes child assessment data three times per year and prepares partner reports for grantees. Uses reports for program planning and evaluates progress toward completion of goals. Shares

information with appropriate staff and governing bodies. Completes and submits documentation as required in a timely manner.

- Supports Front Porch Alliance Strategic Plan and ensures accountability through successful implementation of assigned objectives where applicable.
- Maintains confidentiality of all agency information.
- Other duties as assigned.

**Qualifications**

- Bachelor's degree with a concentration in early childhood education, child development, social work, administration, or related field. Master's degree preferred.
- Prior relevant work experience with low-income and diverse populations or other relevant settings, preferred.
- Prior experience in early learning or community programs, preferred.
- Excellent interpersonal and organizational skills.
- Excellent written and verbal communication.
- Commitment to the mission of Front Porch Alliance.

**Hours** Full time, salaried. Some evenings and required.

**Compensation** Salary range \$42,000 - \$48,000, health insurance, and generous PTO package

**APPLICATION INSTRUCTIONS:**

Please send a résumé and cover letter to [jetaime@frontporchalliance.org](mailto:jetaime@frontporchalliance.org)

FPA is an Equal Opportunity Employer.