



Promise 1000 Parent Coach (Home Visitor)

Job Purpose:

- Maintain an open, friendly, professional relationship with all staff, families, and community partners
- Provides bi-weekly, 90-minute home visits that focus on education, health and wellness, family systems, goal setting, and community resources
- Collaborate with community organizations, institutions, and schools to support families by meeting the family where they are
- Position requires a strong understanding of data processes

Responsibilities:

- Attend Conscious Discipline training, Parent as Teacher week training, and a two-day Partners for a Healthy Baby – Must remain certified while employed.
- Completes bi-weekly, 90-minute, highly individualized, strengths-based home visits using Partners for a Healthy Baby and Parents as Teachers.
- Administers developmental screenings and family wellness screenings using approved screening tools.
- Recruits and retains home-visiting families; with a caseload of thirty-one clients; in collaboration with Program Coordinator.
- Meets the requirements of all funding sources.
- Attends all staff events and ongoing professional learning.
- Maintains and adequately submits comprehensive written SOAP notes and electronic records, which include, but are not limited to up-to-date contact information, visit records, and family goals as required by federal/state guidelines and administrative regulations (bi-weekly).
- Provides program parents with guidance on home safety, nutrition, family development, conscious parenting, constructive play activities, and other related topics.
- Provides information on community and agency services and provides families resources and referrals to include medical, mental health providers and additional interagency networks as needed
- Committed to the mission of Front Porch Alliance
- Provides support at quarterly community events.
- Other duties as assigned.



Qualifications

- Bachelor's Degree or CDA (can be obtained while employed) or equivalent experience.
- 3 years of experience working with Early Childhood Programs and children from birth to age five.
- Strong computer and database skills, including Google Suites, Microsoft Word, and Excel.
- Highest ethical standards and responsibility with confidential information.
- Excellent interpersonal skills are necessary for good communication with culturally diverse participants, partners, and supporters.
- Positive, effective, professional working relationships with staff, clients, and community partners.
- Committed to the ongoing professional development of best practices surrounding the strength-based approach to families, parenting behaviors, child health and wellness, and other relevant family-centered practices.
- Outstanding time management, organizational skills, and follow-through.
- Capacity to problem solve, handle crises, and work with families and children.
- Must have a reliable car, valid driver's license, auto liability insurance of at least \$100,000, and a good driving record.
- This job requires the Parent Coach to travel to various locations and go in and out of private homes to provide services to parents and children.
- Must be able to lift five to ten pounds regularly.

Hours Full time, salaried. Some evenings and Saturdays are required.

Compensation Salary range is \$40,000-46,000, health insurance and a generous PTO package.

APPLICATION INSTRUCTIONS: Please send a résumé and cover letter to Shanette Nickens, shanette@frontporchalliance.org

FPA is an Equal Opportunity Employer.