



**Parents as Teachers (PAT)
Team Lead (Bilingual English/Spanish)**

POSITION SUMMARY:

Following the Parents as Teachers home visiting program model, the Team Lead is a dual role as both a supervisor and home visitor. The Team Lead provides ongoing, intensive, professional supervision to Parent Educator(s), while also providing home visiting services to a small (approx. ½ capacity) caseload of participant families. The Team Lead is responsible for initiating and maintaining regular, long-term (up to 5 yrs.) contact and support with participant families. The Team Lead is responsible for building a trusting relationship and offering strength based services to all families in their caseload, emphasizing parent-child interaction, development-centered parenting, and family well-being. Utilizing the PAT Foundational Curricula in culturally sensitive ways, the parent educator partners, facilitates, and reflects with families. provides community outreach, engages in parenting education activities, assists the family in establishing and achieving goals, and advocates for the family as appropriate. These activities take place primarily within the family's home or in the community. This position is full time (40 hours per week) non-exempt and is grant funded.

JOB RELATIONSHIPS:

- Reports directly to the Home Visiting Senior Manager.
- Members of the Direct Service Staff and the Home Visiting & Doula team.
- Participates in all agency staff meetings, team meetings, and other meetings as assigned.

ESSENTIAL FUNCTIONS:

- Coordinate, monitor, and supervise service delivery in accordance with PAT Essential Requirements, PAT Quality Standards, and affiliate policies/procedures.
- Support referral efforts and utilize IRIS intake system.
- Provide ongoing reflective supervision to assigned parent educator(s) in accordance with model requirements and funder guidelines, and maintain necessary documentation.
- Work collaboratively with the Home Visiting Senior Manager and Healthy Families Supervisor in planning of monthly team meetings.
- Facilitate parent educators' completion of an annual core competencies self-assessment and complete annual performance evaluation(s).
- Ensure parent educator(s) complete all necessary training, professional development, and certifications.
- Assist in monitoring service documentation, data collection, and reporting.
- Conduct outreach activities.
- Complete an initial and annual family- centered assessment with each family.
- Develop, monitor, and review goals with each family.
- Plan, provide, and document personal visits focused on parent-child interaction, development-centered parenting, and family well-being.
- Provide monthly group connections to give families an opportunity to build social connections with one another.
- Engage in parent-child interaction activities and increase knowledge of ways to support children's development.
- Complete initial and annual developmental screening and health review for each enrolled child.
- Connect families to resources that help them reach their goals and address their needs.
- Track well child visits and child immunizations for participant families.

- Maintain written documentation of all activities and contact with families, as well as referrals or contacts made on behalf of families.
- Maintain and submit all required family and program documentation in a timely manner.
- Participate in at least two hours of reflective supervision monthly and at least two hours of staff meetings monthly.
- Obtain competency-based professional development and renew parent educator certification annually.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated verbal and written fluency in both English and Spanish.
- Non-judgmental, positive attitude.
- At least three years of positive experience working with infants, young children, and adolescents.
- At least one year of experience supervising others.
- Experience in providing support to families facing multiple challenges and knowledge of family/infant health issues.
- Strong written and verbal communication skills.
- Strong organizational and time management skills – demonstrated ability to meet deadlines, prioritize tasks, complete documentation and reporting requirements accurately and timely.
- Ability to work independently while being a team player.
- Ability to work flexible hours, some evenings and weekend hours as necessary.
- Proficiency in working with Microsoft Windows and Office software.
- Must have dependable transportation and ability to travel to homes of participant families and community partner sites but sometimes outside of, DuPage County area. Valid driver’s license and proof of auto insurance are required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

- Work is performed in a variety of settings, including office environment, participant homes, hospitals, and community based sites.
- Ability to drive a car (does not include transportation of clients).
- Ability to climb stairs and ambulate in and out of site locations in all weather.
- Ability to lift and hold children and infants 3 years of age and under.
- Ability to bend and reach.
- Ability to learn and communicate training and curriculum materials via written, verbal, and visual methods.

EDUCATION AND EXPERIENCE:

- Bachelor’s degree required in areas of childcare, early childhood development, education, social work or related field required.
- Demonstrated verbal and written fluency in both English and Spanish is required.

APPLICATION INSTRUCTIONS:

Teen Parent Connection is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Position is non-exempt hourly with a range of \$25.48 to \$25.96 depending on experience and qualifications.

To apply, please email letter of interest and resume to HR@TeenParentConnection.org