



## **Parents as Teachers (PAT) Supervisor (Bilingual English/Spanish)**

### **POSITION SUMMARY:**

Following the Parents as Teachers home visiting program model, the PAT Supervisor has a dual role as both a supervisor and home visitor. The PAT Supervisor provides ongoing, intensive, professional supervision to Parent Educator(s) and the Community Outreach Specialist. The PAT Supervisor will manage the Parent Ambassador program, including recruiting, training, and supporting Parent Ambassadors. They will coordinate outreach efforts, organize events, and ensure effective communication. The PAT Supervisor also delivers home visiting services to a small (approx. ½ capacity) caseload of participant families. In their capacity as a Parent Educator, the PAT Supervisor utilizes the model's Foundational Curricula in culturally sensitive ways, and partners, facilitates, and reflects with families. The PAT Supervisor is responsible for initiating and maintaining regular, long-term (up to 5 yrs.) contact and support with participant families and is builds a trusting relationship with the families in their caseload - emphasizing parent-child interaction, development-centered parenting, and family well-being. These activities take place primarily within the family's home or in the community. The PAT Supervisor leads the outreach team, providing community outreach and coordinating family engagement initiatives. They oversee the agency intake process, ensuring a seamless experience for families and effective communication with the community. This position is full-time (40 hours per week) non-exempt and is grant funded.

### **VITAL RELATIONSHIPS:**

- Reports directly to the Senior Program Manager of Home Visiting.
- Member 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.
- Coordinate referral and outreach efforts, including utilization of IRIS system.
- Provide ongoing reflective supervision to assigned parent educator(s) in accordance with model requirements and guidelines and maintain necessary documentation.
- Provide ongoing supervision to Community Outreach Specialist and other outreach/intake staff.
- Coordinate timely processing of all incoming referrals in compliance with agency intake policies and protocols, including accurate entry of all screening and referral data in program database.
- Work collaboratively with the Senior Program Manager of Home Visiting and Healthy Families Supervisor in planning of monthly team meetings.
- Facilitate parent educators' completion of 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 to engage families assigned to PAT caseload.
- Plan, provide, and document personal visits focused on parent-child interaction, development-centered parenting, and family well-being.
- Facilitate parent groups 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 developmental screenings and health reviews for each enrolled child.
- Maintain written documentation of all activities and contact with families.

- Support quality assurance activities and ensure timely and accurate completion of all required family and program documentation.
- Participate in at least two hours of reflective supervision 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.
- Experience in providing support to families facing multiple challenges and knowledge of family/infant health.
- 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.
- A 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.
- At least 1 year of supervisory experience is required.
- At least 3 years of positive experience working with infants, young children, and adolescents.
- Home visiting experience is preferred.
- Demonstrated verbal and written fluency in both English and Spanish is required.

**APPLICATION INSTRUCTIONS:**

To apply, please email letter of interest and resume to [HR@TeenParentConnection.org](mailto:HR@TeenParentConnection.org). Position is non-exempt hourly with a range of \$25.48 to \$25.96 depending on experience and qualifications.

*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.