

**Title:** Parents as Teachers Manager

**Exempt:** Yes

**POSITION SUMMARY:**

Under the general supervision of the Maternal Director, the Parents as Teachers Manager supervises Parent Educators in the Parents as Teachers Program in the Maternal Health Department. This job is a grant funded position and is dependent upon the availability of grant funding. This position serves on the Maternal Health Community Advisory Board.

**ESSENTIAL JOB FUNCTIONS:**

- **Financial** – work within the annual budget for the department. Responsible for resource development, fundraising, grants in conjunction with the Maternal Health Director.
- **Best Practices** –help staff implement and evaluate the Parents as Teachers Curriculum in accordance with the program and funder guidelines, meeting the requirements of the state grant and other funding sources. Observe staff effectiveness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- **Human Resources** – Recruit, train, orient and evaluate Parent Educators and volunteers.
- **Communication** – Coordinate special projects and events, Organize press releases, brochures, and other promotional literature for areas of responsibility.
- Perform other duties as assigned.

**EXPERIENCE REQUIREMENTS:**

PAT Model Certified (0-3 Required), (3-5 Preferred)

One year of case management experience

Training Certifications will be required within the first 90 days in educational programs designated by the funding contract. These include but not limited to WIC Peer Counselor Core Breastfeeding Training, March of Dimes trainings, Reproductive Life Planning, Well Child Visits other PAT Trainings as necessary.

**EDUCATIONAL REQUIREMENTS:**

Bachelor's Degree in Public Health, Social Work Human Service field from accredited college or university.

**SKILLS REQUIREMENTS:**

- PC Skills – Microsoft Office applications (word, Excel, PowerPoint, Outlook); and other applications as required (i.e. Healthy Beginnings database, Daxko or equivalent).
- CPR / First Aide
- Ability to train, delegate and supervise staff volunteers
- Should be a highly organized self-starter with the ability to solve problems independently; creative, and detail oriented
- Able to manage and motivate diverse groups and individuals, and work successfully as a team leader in a team environment
- Current Driver's License and eligible for coverage under YWCA Auto Insurance Policy
- Ability to provide one-on-one education and referrals to clients in an unbiased and nonjudgmental manner.
- Responding and resolving complex community questions and concerns
- Working with senior management
- Program planning, implementation an evaluation

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**ywca**

- Special Event Planning

**WORK ENVIRONMENT:**

Typically works in a professional office environment, provides home visits and reflective supervision, and works with community programs.

**PHYSICAL REQUIREMENTS:**

Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. This job requires frequent walking and standing, including going from upstairs to downstairs, and setting up rooms.

I have read and understand the job description for my position. I also understand that I am responsible for meeting the standards of performance outlined in the job description as well as conducting myself in a manner supportive of the mission, vision, core values, and standards of behavior of High Point YWCA.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Executive Director's Signature**

\_\_\_\_\_  
**Date**

Revised 6/22