

Title: Home Visiting Program Director: Parents as Teachers and Healthy Beginnings
Exempt: YES

POSITION SUMMARY:

Under the general supervision of the Executive Director, the Home Visiting Program Director oversees the Parents As Teachers and Healthy Beginnings programs. This job is a grant funded position and is dependent upon the availability of grant funding. This position is the staff liaison to the Community Advisory Committee and represents the department on the Advocacy Committee. This position represents YWCA High Point on community coalitions locally and state wide around reproductive justice.

ESSENTIAL JOB FUNCTIONS:

- **Financial** – Develop and manage the annual budget for the department. Responsible for resource development, fundraising, grants in conjunction with the Executive Director. Evaluate research and purchase equipment for department to use.
- **Best Practices** – Oversee, implement and evaluate the programs in accordance to the PAT national and state 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, supervise, orient and evaluate staff and volunteers.
- **Communication** – Organize press releases, brochures, and other promotional literature for areas of responsibility.
- Perform other duties as assigned.

EXPERIENCE REQUIREMENTS:

Three years of case management experience.

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

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.

Special Event Planning

EDUCATIONAL REQUIREMENTS:

Bachelor's degree in Public Health, Social Work or 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. TIPPI Database, Daxko or equivalent).
- Ability to train, delegate and supervise staff volunteers
- Should be a highly organized self-starter; independent and self-directed, 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 and evaluation
- Special Event Planning

WORK ENVIRONMENT:

Typically works in a professional office environment, providing home visits, school sites and community programs. This position provides reflective supervision and requires some evening and weekend work.

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 YWCA High Point.

Employee Signature

Date

Executive Director's Signature

Date

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