

# River Valley Child Development Services

A leader in providing high quality early childhood care and education services  
for children, families and communities

## Job Description

<b>Position:</b>	Parent Partner I
<b>Program:</b>	West Virginia Birth to Three Regional Administrative Unit (RAU)
<b>FLSA Class:</b>	Non-Exempt
<b>Position Accountable to:</b>	RAU Director, Executive Director
<b>Position(s) Accountable for:</b>	Assuring family voice in RAU documents, outreach activities and customer service
<b>Purpose of Position:</b>	Carry out Family-to-Family functions
<b>Educational Requirements:</b>	High School/GED through MA +30 Compensation based on credential
<b>Experiential Requirements:</b>	Parent of child with special needs who received Part C or Part B services
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Driver's License, Liability Insurance, and Acceptable Driving Record:</b>	Required

Additional Required Certification:

STARS certification

### Capabilities/Skills:

Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.

Able to be reliable, responsible and dependable.

May require need for flexible scheduling, including occasional evening and weekend hours.

Must have an acceptable Criminal Investigation Background (CIB) check.

Ability to lift various items such as boxes/bags of office supplies and promotional materials .

### Essential Responsibilities:

#### General

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission.

Keep supervisor informed on all relevant matters.

Be open to constructive criticism.

Possess verbal and written communication skills.

Have automobile at disposal.

Program

Gather information about formal and informal resources in geographical area.

Establish working relationships with other parent organizations in the region.

Link families together through information on various play groups and interest groups

Establish and maintain a process for providing information to families, particularly those families who may be difficult to reach.

Establish and maintain process for gathering input from families for the purpose of advising and assisting the RAU in carrying out grant functions.

Seek parental involvement and provide a "road map" of opportunities within the system for family involvement.

Share program news and family involvement activities through social media, letters to editors, develop flyers to distribute to service coordinators and e-mail contacts.

Provide follow-up letters to families for whom interim service coordinators cannot contact.

Provide developmental screenings at interagency fairs, if requested by local educational agency.

Learn family stories, culture, strengths, and concerns to better represent parent perspective in developing best practice processes.

Participate in early childhood committees.

Display WV Birth to Three information at resource and community fairs.

Attend and participate in monthly staff meetings.

Submit a weekly report on activities and compile into a quarterly report.

Any other duties as assigned by WV Birth to Three RAU Director and Executive Director.

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Signature

\_\_\_\_\_  
Date

