



Family Connections

Job Description

Job Title: SPARK Parent Partner	Supervisor: RRT Supervisor
Department/Program: SPARK	FLSA Status:
Last Updated: May 2023	Salary Range: \$18-\$25

Purpose

To work directly with approximately 40 SPARK children and their families through the SPARK Ohio Initiative. The parent partner serves as a support for SPARK children as they move along the educational path from home or child-care environment to kindergarten.

Essential Job Functions

Honest and respectful communication.

Respond to children and families with respect and consideration.

Oversee all developmental screening tools.

Monthly face to face contact with assigned children in the home.

Attend parent partner meetings and trainings.

Provide linkage to appropriate learning services/programs for families and children.

Maintain clear well-organized records according to SPARK guidelines.

Act as a marketing representative for the SPARK initiative.

Ensure strict confidentiality regarding all matters involving SPARK children and their families.

Required Qualifications

Education, Training and Experience

Bachelor's degree in early childhood or related field with 3 years of experience in home visiting

Knowledge, Skills, Abilities and Personal Characteristics

Strong interpersonal skills

High degree of integrity, highly ethical

Computer skills

Ability to organize work.

In addition, all Family Connections staff are expected to be proficient in most and continuously growing in all these Core Competencies

Interpersonal relations and team building. Establishes rapport with others across organization; respects and collaborates with others; considers and responds to the needs, feelings, and capabilities of others; establishes an open dialogue with others; shares information and decision-making responsibility with team members.

Personal integrity, professional conduct, self, and time management. Demonstrates dependability, honesty, integrity, trustworthiness, and credibility; Models appropriate professional behavior and speaks directly to people rather than at people; Accepts responsibility for own actions and willingly accepts constructive feedback; Maintains confidentiality and upholds ethical standards; Assesses own skills and identifies areas of improvement; Sets and achieves goals and works independently; Manages time effectively and completes assignments in a timely manner; Balances priorities and manages multiple tasks and projects.

Fostering diversity. Understands and embraces the differences that individuals, participants and staff bring to Family Connections; encourages and fosters the unique contributions and varied talents of diverse groups and individuals; Values, develops, nurtures, uses, and celebrates group and individual diversity; Removes barriers to participation and facilitates inclusion; Strives to ensure a friendly and harmonious environment for families and children, volunteers and staff; Treats others in an unbiased manner; Challenges the biased behavior of others.

Judgment; problem solving and conflict management. Uses discernment to evaluate each situation and determine the best course of action. Identifies important interrelationships related to a problem and solution; Supports decisions or recommendations with data and/or reasoning; Shares problem solving and supports and follows the problem solving solutions development by others; Anticipates, prevents and resolves conflicts while maintaining productive working relationships; Distinguishes between disruptive conflict and constructive differences; Identifies common interests to resolve differences and facilitates conflict resolution; Recognizes boundaries and does not participate in conflicts that are not theirs to manage.