



Bright Futures Program (BFP) Affiliate Coordinator Position Description

Direct Supervisor: Executive Director of Kansas Parents as Teachers Association

Direct Reports: Contracted Parent Educators

Qualifications

Educational requirements are to include a minimum of a bachelor's degree in education, early childhood education, child development, management or other related field.

Knowledge and experience includes the following: Parents as Teachers model; human services, State and Federal regulations; and knowledge of family support services.

Other personal skills and attributes will include good interpersonal skills; ability to work cooperatively and effectively with the board of directors and other association members and related organizations; effective communication and writing skills; management, organizational, system skills and knowledge, and grant writing.

Duties and Responsibilities

1. Follow all applicable Prevention & Protection Services (PPS) policies, procedures, including revisions during the grant period.
2. Provide outreach to local or regional PPS teams to promote program and maintain orientation to referral process.
3. Ensure contracted Parent Educators deliver service and program to children, youth, family and a family's safety network in accordance with program standards for frequency and intensity of individual contact and family, group or peer activities.
 - ❖ Coordinate and monitor service delivery in accordance with PAT Essential Requirements, PAT Quality Standards, and affiliate policies/procedures
 - ❖ Coordinate advisory committee
 - ❖ Monitor service documentation, data collection and reporting (including annual submission of the Affiliate Performance Report)
 - ❖ Engage in quality assurance using PAT quality assurance tools
 - ❖ Facilitate continuous quality improvement
4. Participate in general program improvement or innovation discussions to understand the impact of programs on outcomes in the community and population served.
5. Make available all client records and information to DCF within 24 hours of a request, whether written or verbal.
6. Begin grant responsibility for children and family on the day of referral and end this responsibility when program goals are met.



7. Ensure contracted Parent Educators deliver services to children and families that are culturally competent and responsive to their needs.
8. Report cases of suspected child abuse and neglect immediately to DCF or law enforcement in accordance with KSA 38-2223.
9. Maintain a public image that is supportive at all times towards the public/private partnership.
10. Provide full disclosure, open and direct communication and transparency with DCF in all matters.
11. Maintain case information on a timely basis that reflects the complete and current history of assessment information, and services provided and progress of services, for the family.
12. Participate in a Team Decision Making meeting, if requested by PPS.
13. Provide DCF with the documentation necessary and requested to file a complete court application/affidavit if it is determined a child cannot remain safely in the home.
14. Notify referring PPS practitioner if any child in the family home runs away.
15. Punctual, regular and predictive attendance in accordance with assigned work schedule;
16. Deals with confidential information and/or issues, using discretion and good judgment;
17. Administers fiscal management and coordination responsibilities of the program with KPATA;
18. Write grant applications to foundations and submit follow up information;
19. Evaluate the financial needs of the PAT program and develop budget strategies to achieve program goals;
20. Identify potential funding opportunities;
21. Engage community, state and national leaders in support of PAT programming;
22. Updates job knowledge and legal updates by participating in conferences and educational opportunities, reading professional publications, maintaining professional networks, and participating in professional organizations.



23. Complete required trainings;
24. Advocates for the PAT program, parent educators and families;
25. Promotes and support the philosophy and mission of Parents as Teachers National Ctr.;
26. Manages a home office with internet access;
27. Promotes and supports the mission and vision of KPATA
28. Supports the philosophy and mission of Parents as Teachers;
29. Responsible for providing direct services that support the implementation of evidence-based strategies that result in improvements in targeted State-or community-level factors, while also contributing to State and local outcomes as indicated below:
 - ❖ Families are engaged timely in program services;
 - ❖ Children are safely maintained at home, with family
30. Other duties as assigned by the Executive Director of KPATA.

Physical Requirements & Working Conditions

- ❖ Requires prolonged sitting or standing
- ❖ Requires physical exertion to manually move, lift, carry, pull, or push heavy objects
- ❖ Requires stooping, kneeling, crawling, bending, turning and reaching
- ❖ Requires climbing and balancing

Pre-Employment & Yearly Requirements

- ❖ Employee shall meet all the pre-employment and yearly requirements as specified in the Policies of the Kansas Parents as Teachers Association.

Term of Employment

- ❖ In line with FFPSA grant cycle
- ❖ At will employee

Salary & Evaluation

- ❖ Position will be reimbursed based on the amount approved by the board annually during budget presentation.
- ❖ Performance will be evaluated in accordance with KPATA Board policy