

Supporting Care Providers of Kansas
Provider Educator

Title:

Supporting Care Providers of Kansas Provider Educator

Job Description:

Provider educators foster family, friend, and neighbor (FFN) and license exempt child care provider growth through coaching, consulting, and information sharing, utilizing the Parents as Teachers Supporting Care Providers Through Personal Visits Curriculum to tailor resources and strategies to individual needs. Building strong, trusting partnerships is paramount, enabling providers to enhance their skills and knowledge. Provider educators will also develop and implement recruitment strategies to expand program enrollment amongst FFN care providers in the community.

Qualifications:

Education

Bachelor's degree in early care and education, social work, psychology, or a related field preferred. Equivalent experience in early childhood education will be considered. Candidates must demonstrate a strong understanding of child development and possess excellent communication and interpersonal skills.

Experience

At least one year of supervised experience in coaching early education professionals, consulting on developmentally appropriate practice, and sharing information on child development milestones and community resources in an early care and education group setting. Proven ability to build relationships as a trusted source and partner, and experience working effectively with families from diverse backgrounds. Extensive working knowledge of child development from birth through five years of age.

Certification

No previous certification required. Previous certification as a parent educator from the Parents as Teachers National Office is desirable.

Required Skills and Abilities:

Communication Skills:

- Bilingual Fluency in English and Spanish (Required)
- Excellent verbal, written, and listening communication skills
- Ability to present in a group setting
- Highly collaborative team player

Organizational/Technical Skills:

- Be organized and accountable
- Excellent attention to detail
- Ability to work independently with minimal supervision
- Ability to work well within a team structure and meet deadlines
- Ability to organize and prioritize multiple projects simultaneously
- High degree of motivation, responsibility, and confidentiality
- Demonstrated ability in compiling and organizing data
- Proficiency with Microsoft Office (Word, Outlook, etc.) and Google Suites

Primary Duties and Responsibilities:

Provider Support and Engagement:

- ❑ Conduct regular, consistent, and timely 60-minute home or virtual visits with care providers, utilizing the Parents as Teachers Supporting Care Providers Through Personal Visits Curriculum to provide individualized coaching, consulting, and information sharing during weekdays, evenings, and Saturdays.
- ❑ Build strong, trusting partnerships with providers, empowering them by recognizing and building upon their strengths.
- ❑ Facilitate provider learning and growth by introducing new skills, strategies, and observations tailored to their specific needs.
- ❑ Conduct intake and enrollment of participants, adhering to program operating procedures.
- ❑ Assist providers in supporting families and children through transitions to other services, such as preschool or kindergarten.

Assessment and Resource Connection:

- ❑ Provide ASQ developmental screenings training for the provider.
- ❑ Support the provider in conducting developmental screenings (ASQ:3, ASQ:SE-2) at enrollment and intervals, ensuring timely completion and accurate documentation.
- ❑ Administer provider screenings at enrollment and intervals, ensuring timely completion and accurate documentation.
- ❑ Maintain a thorough knowledge of local community resources and connect providers to address their needs.
- ❑ Collaborate with community agencies to provide comprehensive services to clients.

Program Implementation and Administration:

- ❑ Carry a caseload of at least 40 providers, maintaining accurate and complete provider files.
- ❑ Develop and implement recruitment strategies to engage FFN/License Exempt care providers in Johnson and Wyandotte Counties, as well as any additional grant funders service delivery areas.
- ❑ Promote community awareness of programs through outreach and recruitment efforts.
- ❑ Collect and report data as required by funders, providing detailed information for grant reporting deadlines.
- ❑ Adhere to PATNC, KPATA, and Supporting Care Providers of Kansas requirements, policies, and procedures.
- ❑ Participate in continuous quality improvement plans, focus groups, reflective supervision, and staff meetings.
- ❑ Attend required curriculum training and competency-based professional development.
- ❑ Work cooperatively with the Supporting Care Providers of Kansas Director and staff.
- ❑ Logistical and Compliance Requirements (Essential for Duty Performance):
 - o Be competent with computer skills including web browsing, virtual video meetings and the ability to learn to use the SCPK record keeping program. Reliable home internet access required.
 - o Personal, reliable transportation, valid driver's license and car insurance are necessary to provide home visits throughout the service delivery area.
 - o Follow child care licensing, state, and local child care codes.
- ❑ Perform other duties as assigned based on program needs.

Physical requirements:

This position requires the ability to frequently bend, kneel, and sit on the floor, as well as the ability to lift and carry up to 25 pounds. Must possess sufficient mobility to navigate various home and community environments.

Terms of Employment:

- Full-time position, maximum of 40 hours per week. Hours will be determined by the number of active referrals and recruitment/outreach activities. Hours may vary.
- Successful completion of the Parents as Teachers Supporting Care Providers Through Personal Visits Curriculum training.

Salary

The hourly reimbursement rate is determined by the Supporting Care Providers of Kansas grant funding.

Start Date

Mutually agreeable date upon successful completion of required background checks and program orientation.

Supervisor

Supporting Care Providers of Kansas Director

Attendance

Hours worked will be flexible but will include weekdays, evenings, and Saturdays. Consistent and regular attendance is essential.

Important Employment Statement

This job description outlines the general nature of the work being performed and is not intended to be a comprehensive list of all responsibilities, duties, and skills. The Supporting Care Providers of Kansas program reserves the right to make changes to job duties or descriptions at any time to ensure the effective operation of the program.