



Parent Partner

One part time position (25 hours per week)

Action for Children, central Ohio's Child Care Resource and Referral agency, is seeking an individual to join its Family Engagement team as a Parent Partner. This position involves supporting children as they move from home to school, ensuring that children are ready for school and schools are ready for families. SPARK (Supporting Partnerships to Assure Ready Kids) is a family focused home visiting program. You will draw on your knowledge of early childhood care and education; developmental assessments and screenings; as well as knowledge of the community and its resources.

Major responsibilities include:

- Carrying a caseload of 3 year olds
- Working within team on recruitment approaches and strategies for enrolling families
- Monthly home visits with each child in delivering SPARK lessons
- Completing ongoing assessments of each child
- Creating a guided learning plan for what each child should know
- Providing referrals to services as needed
- Documenting consistently and accurately, contact summaries, assessments and all other required data
- Providing guided support to help families prepare for kindergarten
- Achieving established program goals as required

Qualifications – Successful candidates will have:

- BA in Early Childhood Education; Human Development & Family Studies; Human Ecology; or related field.
- Minimum three years of experience in Early Childhood Care & Education field, with a minimum of one year of experience working directly with children; working with pre-K literacy preferred
- Work experience in home visiting
- Knowledge of/experience with developmental assessments/screenings (ASQ, Get Ready to Read, PENS-B) is preferred
- Ability to work with families of various backgrounds and cultures
- Proficiency with technology and experience with Microsoft Office Suite
- Reliable transportation is required

We seek a self-starter who is creative, flexible and has earned a reputation as a team player. You will have demonstrated strong skills in written and verbal communication, building rapport, analysis and problem-solving. You must be committed to the success of the program and the team, dedicating the time necessary for team meetings and agency events. This is a part time position, requiring occasional evening and weekend hours, and reliable transportation.

HOW TO APPLY

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to Human Resources, Action for Children, 78 Jefferson Ave., Columbus, OH 43215 or jobs@actionforchildren.org. No phone calls please. Action for Children is an equal opportunity employer.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note, the selected candidate will be required to submit to our background and reference checking process.