



**Public Health**  
Prevent. Promote. Protect.

# VICTORIA COUNTY

## PUBLIC HEALTH DEPARTMENT

2805 N. Navarro, Victoria TX 77901

**Position: PAT Supervisor (Texas Home Visiting)**

**2022**

**Full-time Position**

**Salary: \$18.83- \$22.15**

**Essential**

**Non-Exempt**

**Open until filled**

### SUMMARY

The Parents as Teachers (PAT) supervisor provides leadership, oversight and vision for the work of the PAT affiliate. The supervisor's responsibilities include directing, coordinating, supporting, and evaluating on-the-job performance of PAT parent educators.

### ORGANIZATIONAL RELATIONSHIPS

- Reports to MIECHV Program Manager
- Has frequent contact with personnel, state and county agencies, physicians, medical centers and hospitals; and other stakeholders, including children and adults in the general population.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinates and monitor service delivery in accordance with PAT Essential Requirements, PAT Quality Standards, affiliate policies/procedures, and per PEI Project Work Plan.
- Along with MEICHV Program Manager, coordinate advisory committee and schedule meetings at least twice annually for PAT and 8 for PEI.
- Develop/maintain relationships with community organizations and leaders to help grow and sustain the program.
- Establish and update Memorandums of Understanding with community organizations, along with a Resource Network Directory.
- Oversee direct recruitment efforts or participation in centralized intake system if applicable.

- Supervise parent educators and maintaining necessary documentation of the following activities:
  - Provide 2 hours of individual reflective supervision monthly to each parent educator.
  - Provide an orientation process for new parent educators that begins with hiring and continues throughout the first year after PAT training.
  - Conduct 2 hours of staff meetings monthly that cover administrative issues and provide opportunities for review of implementation data, case discussion, peer support and skill building.
  - Observe parent educators delivering services within 6 months after training and then at least annually thereafter, providing verbal and written feedback.
  - Observe at least one group connection quarterly.
  - Facilitate parent educators' completion of an annual core-competencies self-assessment.
  - Complete an annual performance evaluation of each parent educator, including written professional development goals.
  - Ensure that parent educators obtain necessary professional development and renew certification with PATNC annually and per PEI Project Work Plan.
  
- Ensure that staff have access to necessary technology, workspace and supplies to effectively fulfill their responsibilities.
  
- Monitor service documentation, data collection and reporting per PAT guidelines and using PAT tools and per PEI Project Work Plan (including annual submission of the Affiliate Performance Report).
  
- Engage in quality assurance using PAT quality assurance tools and per PEI Project Work Plan and PEI Statement of Work.
  
- Co-facilitate continuous quality improvement plan and activity per PEI Statement of Work.
  
- Maintain and monitor the budget for the PAT program.
  
- Promote Parents as Teachers locally and regionally, educating agencies and organizations and the public within service area.
  
- Enter referrals into required database system(s) and accept for services or add to waiting list. Assign families to home visitor caseloads. Make decision as to whether referrals are accepted to program. Maintain waiting list for those who are not priority.
  
- Submit program monthly, quarterly and annual reports. Reports will be shared with PAT Advisory Board at least annually.
  
- Responsible for local training for staff included, but limited to: Visit Tracker training, LSP training, ASQ-3 and ASQ-SE, Home Visitor Safety, Mandated Reporter, and Safe Sleep per PEI Project Work Plan.

- Attend meetings as assigned: PEI Regional collaborative meetings, State Supervisor meetings, TXPAT Home Visitation trainings and meetings.
- Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

- Three (3) PAT Parent Educators.

### **EDUCATION AND/OR EXPERIENCE**

- Bachelor's Degree in early childhood education, social work, health, psychology or a related field.
- At least 5 years' experience working with families and young children.
- Strong interpersonal skills, experience with facilitating effective meetings, managing projects, outreach and recruitment.
- A commitment to reflective supervision, data collection, and continuous quality improvement.
- An ability to work in a cross-functional, fast-paced work environment.
- Knowledge of infant/child development, parent-child attachment, maternal-infant health and dynamics of child abuse and neglect.
- Experience in working in community based programs preferred.
- Experience and willingness to work with a culturally diverse population.
- Bilingual: Spanish a plus.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of community resources and agencies.
- Knowledge of infant and child development.
- Ability to build trust relationships and communicate clearly and professionally with a range of community stakeholders.
- Excellent oral and written communication skills.
- Computer skills.
- Ability to work independently, as well as in teams.

- Must be prepared to travel to various program sites.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Texas Driver's License and automobile insurance.
- Current Basic Life Support Certification.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit at a desk, talk, and/or hear over 2/3 of the time.
- Stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, under 1/3 of the time.
- Up to 25 pounds lifting under 1/3 of the time.
- Over 25 pounds lifting none of the time.
- Close vision, at 20 inches or less, and distance vision, at 20 feet or more, is required, with or without correction.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposure to wet or humid conditions, work near moving mechanical parts, work in high or precarious areas, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold (non-weather), extreme heat (non-weather), risk of electric shock, work with explosives, risk of radiation, and/or vibration occurs none of the time.
- Exposure to moderate noise levels.

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/employment>.

Victoria County Human Resources  
115 N. Bridge St., Room 127  
Victoria, TX 77901