

JOB DESCRIPTION #513

TITLE: I & R Parent Counselor

FUNCTIONAL TITLE: Parent Counselor

REPORTS TO: Program Director

BASIC FUNCTIONS: To act as part of a team to maximize access to child care programs. To be responsible for implementation of all Information and Referral services for child care in Region II. Maintain accurate records.

QUALIFICATIONS:

Associates Degree preferred although related credentials could be considered. Child Growth and Development class required. Ability to work independently and attention to detail a must. Some computer knowledge, particularly data entry. Ability to relate to a varied constituency. Familiarity with human service programs preferred. Familiarity with local child care programs preferred. Transportation required. Valid Driver's License and ability to drive required.

SCHEDULE: This may be a full time or part time position with hours to be determined by programmatic needs.

RESPONSIBILITIES/OBJECTIVES:

- Inform and refer parents regarding child care options
- Work to update and enhance information on the CCR website
- Support the building of a comprehensive resource connection for families with special needs
- Inform supervisor of parent and/or provider complaints
- Help mediate problems
- Work closely with local EEC office, community programs, child care programs
- Have knowledge of current state child care policies
- Carry out all activities in keeping with agency policy
- **Outpost/outreach as necessary**
- **Position is fully flexible between Worcester office and Fitchburg office as assigned**
- **Travel to community locations, including DTA offices as assigned**
- Other related duties

EXPECTATIONS:

- To carry out all responsibilities professionally and efficiently.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.

PHYSICAL REQUIREMENTS: Ability to lift up to 25 lbs. on occasion. Ability to

perform primary job functions while standing or sitting for extended periods of time.

STATUS: Non-Exempt

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STATE CONTRACT CROSS REFERENCE TITLE: 135-Direct Care/program Staff II.

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date

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