



**JOB TITLE:** Dads Program Specialist  
**JOB DESCRIPTION:** The Dads Program Specialist will provide world class programming for prenatal and parenting fathers and their children. Programming includes groups and/or home visits as appropriate or required.  
**REPORTS TO:** Program Manager

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Group Support**

- Works as a team member in the coordination and management of group operation including child care, transportation, food, activities and curriculum for each group.
- Comes prepared to Team meetings, group work sessions, and individual meetings to share information on curriculum, needs, participant successes and barriers, etc.
- Plan and provide specialty group experiences for families as appropriate and needed.
- Develop and grow relationships with community partners to establish additional referral sources.
- Actively recruit prenatal and parenting fathers, develop relationships, and enroll in Building Bright Futures.
- Contacts referrals in a timely manner so as to engage in programming services.
- Completes participant intakes in a timely manner.
- Monitors participant attendance and problem solves with participants any barriers to attendance and any other life issues that may arise with participants and records in database appropriately.
- Updates program information with referring agencies and networks with community professionals and resource providers.
- Assists in recruiting, training and supporting volunteer group facilitators and child care providers for parenting group activities.
- Completes program evaluations and participant assessments as required and in a timely fashion.

**In-home Support**

- Delivers parent materials and resources in the home setting as appropriate/needed.
- Observes, teaches, and models appropriate parent skill development/interaction.
- Provides a safe learning environment for the parent and child.
- Facilitate with fidelity the Parents as Teachers curriculum, by attending PAT training and webinars, maintain certification, and adhere to all guidelines as determined by PAT national.
- Adhere to best practice guidelines regarding intake process, home visitation notes, safety in the home, and cultural competence.

**Outreach Offerings**

- Communicate with community resource spaces (Public Libraries, Community Centers, etc.) to schedule sessions and assist with participant recruitment.
- Lead identified curriculum as needed.
- Train facilitators and volunteers as applicable.
- Prepare materials for each lesson.
- Track participant attendance, incentives, and outcomes.
- Collect quotes, pictures, surveys, and all other required documents for reporting to funders.
- Work as a team to plan and implement all aspects of grant requirements.

### **Documentation**

- Follows or exceeds agency standards for documentation completion with files being kept in the double locked Admin office.
- Completes accurate and timely documentation of all service activities.
- Maintains current database participant information as required.
- Provides professional written and verbal communications including prompt response to emails, texts, phone calls, calendar requests, and calendar sharing.

### **Responsible Work Performance Expectations**

- Practices preventative, safe work habits.
- Observes all laws, safety mandates, agency expectations, and regulations.
- Reports all injuries and incidents per agency & program protocol.
- Provides timely employment paperwork.
- Participates in required trainings as scheduled.
- Participates in Broadway Maybies fundraiser

### **Support Agency/Program Mission & Values**

- Interacts with youth & families in a respectful, strength-based manner.
- Embraces a deep appreciation for diversity and inclusion.
- Provides services to families in a culturally competent manner.
- Proactively contributes to the professional development of self & team.
- Follows and models the Code of Conduct and Ethical Standards as outlined in the YPN Agency Handbook.
- All other duties as assigned by agency needs.

**QUALIFICATION/REQUIREMENTS:** Human service or related degree preferred or 2 years of experience working with families; basic computer skills; data entry; people skills; lifting & hauling necessary items to and from group site; able to work normal business hours with some flexibility – Thursday evenings required – and other evenings and weekends as needed.

**FULL TIME NON-EXEMPT STATUS.**

STAFF SIGNATURE: \_\_\_\_\_