

Job Title:

Parent Infant Program (PIP) Administrative Assistant

Department: Education**Reports To:** PIP Director**FLSA Status:** Non-exempt**Prepared Date:** March 2021**Salary Range:** \$20-24/hr
20 hours/ week (0.5 FTE)

HSDC Commitment to Representation: We actively seek to recruit, hire, promote, and retain a diverse workforce that welcomes and engages people from every background and models the achievements of adults in the Deaf community. We strive to reflect the diversity of the Tri-County area, and for our families, staff, and Board of Directors to be equally diverse. We are committed to eliminating barriers to access and equity and see a diverse workforce as a key step toward this goal. We value our staff members, volunteers, and board members and their individual backgrounds, which further our ability to serve and learn from the diverse families that enrich our community. We invite you to join us on our journey.

Summary: The Parent Infant Program (PIP) Administrative Assistant supports the Parent Infant Program Director in the administrative and program coordination functions of PIP. The PIP Administrative Assistant plays a key role in coordinating family engagement within our services by leading new family enrollment and streamlining programmatic services in our 0-5 Education Department. The PIP Administrative Assistant will engage in ensuring contract compliance alongside the Director and our Tri-County (King, Pierce & Snohomish) Contract Lead Agencies. Early supports for infants and toddlers ages 0-3 are changing, with virtual and hybrid services becoming a required component of our service array. Our PIP Administrative Assistant will play a key role in pivoting the PIP program to an entirely new way of developing equity in accessible hybrid services for the diverse area, population and community that we serve.

Essential Duties and Responsibilities:Administrative and Communication (60%):

- Act as an initial point of contact for Parent Infant Program Services; answer client questions; alongside the Director, triage referrals and client requests and assign them to the appropriate staff member
- Schedule and attend internal and external meetings as requested by the PIP Director and Service Providers.
- Coordinate and confirm accessibility supports (ASL interpreting, captioning, etc.) with internal and external partners and agencies for Deaf PIP Specialists participating in trainings and workshops;
- Align PIP Specialist calendars, schedule PIP Department meetings and assist in creating weekly PIP meeting agendas
- Work closely with the Education Program coordinator to align programming between HSDC's Parent-Infant Program (PIP) and Rosen Family Preschool

- Manage program distribution lists and send concise, informative emails to families
- Communicate information clearly and effectively with department staff as well as internal and external stakeholders
- Respond to requests in a timely manner
- Proactively seek information to ensure understanding of Director and Department needs
- Prepare a space that is safe and welcoming for families who seek support and inclusion in the Deaf and signing (ASL) community
- Conduct administrative tasks, including enrollment tracking, filing, copying, faxing, shredding, mailing, emailing, and data entry
- Create and maintain tracking systems to ensure contract compliance

Program Contract Compliance (30%):

- Support Education licensing compliance, including ensuring that completion of required annual trainings (HIPAA, CPR, BBP, etc) required by ESIT (Early Support for Infant and Toddlers) contracts is documented according to comp
- Track PIP Specialist trainings and certifications
- Monitor contract compliance, including tracking and updating required trainings per county contracts and amendments, and tracking deliverables to the county, including creating and communicating timelines to ensure timely completion
- Manage program enrollment, including sending out, collecting, and tracking initial enrollment, annual, and end of service paperwork
- Create, organize, and maintain records on students and services, including requesting records from other agencies in a contractually compliant manner (HIPAA)

Other (10%):

- Volunteer coordination
- Other duties as assigned

Supervisory Responsibilities: This position does not have supervisory responsibilities, with the exception of occasional volunteer management.

Qualifications: 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, or ability required.

Essential Duties/Education/Experience:

Required

- High School diploma or equivalent
- Ability to exercise cultural competency when representing the needs of d/Deaf, hard of hearing, DeafBlind, and Deaf+ children and their families
- Knowledge of Deaf culture and community
- Ability to work with people of diverse backgrounds in a team-oriented approach
- Excellent social/interpersonal skills and ability to interact respectfully with members of diverse populations
- Ability to prioritize, and exercise a high degree of independent judgment and confidentiality
- Proficiency in Microsoft Office programs and general office equipment; ability to use Zoom, TTY and [telephone and/or] videophone (or the ability to be trained in these)
- HIPAA training certification or willingness to complete within 2 weeks of employment (training provided)

- CPR, First Aid, Blood Borne Pathogen certifications (required within 90 days of employment; training provided)

Preferred

- Bachelor's degree
- Three years' related administrative experience
- Experience working with young children ages birth to five who are d/Deaf, hard of hearing, DeafBlind or have complex developmental needs
- Experience with bilingual, bicultural ASL/English dual language approach, and a willingness to support other home languages
- Strong understanding of HIPAA and privacy laws

Language and Other Skills:

Required

- Fluency in American Sign Language
- Effective communication skills using written English
- Strong skills in organization, prioritization, and multi-tasking
- Positive, energetic, team-player attitude
- Ability to communicate clearly and effectively with interpreters (ASL and spoken language; ex. Interpreters for home languages other than English)

Physical Demands and Work Environment: The physical demands and work environment described below represent the activities and surroundings of the position. This position will require work at both HSDC and remotely (hybrid); therefore, some of the physical demands may exist at one or both locations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed in an office environment, with a moderate noise level. To perform the job, the employee is frequently required to communicate via phone or videophone, email, video conferencing and in person with individuals and groups. This staff member must be able to remain stationary for extended periods of time at a desk, and must be able to work in small spaces and reach file drawers that are from floor level to approximately 5 feet high. This staff member is required to read and respond to documents in hard copy and electronic form, and use a computer, fax, copy machine, and scanner. This staff member must also have the ability and willingness to efficiently travel by car throughout King, Snohomish and Pierce Counties on occasion.

How to Apply

- Submit the following to humanresources@hcdc.org:
 - Completed job application ([link to application](#))
 - Cover letter
 - Resume
 - A 3 minute video clip in ASL introducing yourself, your background, and any other information you wish to share about yourself
 - In your cover letter or in your video clip, answer the following question: "Our agency is actively engaged in dismantling racism and ableism. What do you see as your role in this work?"

Please note - in order to have your candidacy reviewed and be considered for this position:

1) All requested information must be submitted (resume, cover letter, application, video clip)

2) A [pre-employment background check](#) is **required** via Washington State Department of Social and Health Services, per our Tri-County ESIT contracts

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