

PlayReadVIP Coach – Generic Job Description for Sites

**** Please adapt language as needed for your site, in particular the language in red ****

Full-time Position:

[Official Job Title, if available; if bilingualism is required, include it in the job title]

[Name of your group and/or department, name of institution]

[Your location: City, State]

We are seeking *a/an [edit if needed:] Spanish-English bilingual* parenting coach to work for a parent education program (PlayReadVIP) at *[Name of your group and or department; and name of institution]*. This program is designed to improve child development outcomes in at-risk populations and is being delivered through pediatric primary care at *[Name of clinic]*. This is an **in-person** position that will be based in *[location]*.

About the position:

The PlayReadVIP Parent Coach will administer a standardized program to parents of infants and young children that involves tips about reading, playing, and interacting with children, videorecording parents and children playing together, providing general positive reinforcement about the video (PlayReadVIP – for more details about the program visit www.playreadvip.org). This is relationship-based with parents and their children (birth-3 and/or 3-5), takes place in the pediatric clinic or other setting, and is offered for free to clinic patients.

Responsibilities include:

- Providing the parenting program (PlayReadVIP) to parents of infants and young children, which involves:
 - Meeting with parents and children
 - Providing structured guidance about child development
 - Providing structured tips to parents about reading, playing, and interacting with their child
 - Videotaping the parent and child playing together, then providing feedback and positive reinforcement to the parent about this video
 - Maintaining records of family participation in the program
 - Building rapport with families and maintaining positive demeanor and strengths-based approach
 - Recruiting families into the program, scheduling families for future appointments
- Overseeing operational aspects of the parenting program
- Maintaining and organizing program materials and supply inventory
- Assistance with tasks related to program evaluation and quality improvement
- Collaborating with multidisciplinary team of clinical and medical staff
- Collaborating and coordinating with VIP Center of Excellence at NYU School of Medicine
- Providing outreach about program to hospital and community

Requirements:

- **Fluency** in both English and Spanish *[Edit or remove if needed]*
- Bachelor's Degree preferred in child development, child life, infancy, special education, family processes, maternal and child health, or related field *[Edit or adjust as needed]*
- Previous experience working with children and parents in educational, hospital or mental health settings; previous research experience is preferred but not required
- Ability to maintain a positive demeanor and strengths-based approach to your work
- Previous experience with data entry; proficiency with Microsoft Excel, electronic medical records, or other similar program preferred.
- General comfort with technology (including comfort using a video camera and/or tablet, uploading videos to computer, burning DVDs, maintaining electronic documents, etc)
- Willingness to travel occasionally if needed to NYC (or other sites) for training and supervision

Additional Details:

[Add in any other details required by your state or institution, e.g., salary, length of commitment, benefits details, equal opportunity language, and how to apply]