

Job Title	Project Specialist – Parents as Teachers Affiliate
Grade	N/A
Pay Range	\$17.00 - \$18.50 per hour
Reports To	Program Supervisor/Executive Director
Job Class	Nonexempt employee
Location	Cheyenne, Wyoming
Department	N/A

The mission of the Wyoming Citizen Review Panel is:

To review procedures throughout the state, offering summaries and recommendations for improvements benefiting children and families.

The purpose of the Wyoming Citizen Review Panel is:

The Citizen Review Panel is a federally mandated group of citizens who are responsible for determining whether state and local agencies are effectively meeting child protective responsibilities pursuant to the Child Abuse Prevention and Treatment Act (CAPTA) and subsequent amendments. Through a review of service networks, policies, procedures, research and reviews of child protective and juvenile service cases the purpose of the Citizen Review Panel is to promote child safety, permanency and well-being for children and families. Prevent Child Abuse Wyoming and Parents as Teachers affiliate programs reside under WYCRP.

Job Summary:

- This is a part-time, non-exempt employee position that at times may require additional hours.
- The position of project specialist follows the lead set by the program supervisor/executive director, working with the home visitation program, Parents as Teachers affiliate.
- This position requires the creation of various documents and presentations.
- This position requires the ability to work both independently and as a member of a team, and is deadline driven; it often requires management of multiple or changing priorities.
- Filing and maintaining office supplies at various locations may require some physical activity such as lifting boxes and reaching shelves.
- This position will require a one week training, out of state, to become certified in the Foundational and Model Training curriculum

Required Skills:

- The work performed in this position requires the ability to interact with individuals and groups in both the public and private sectors in varying positions, levels of authority, and technical expertise.
- A professional demeanor is required for phone work and networking on behalf of the organization.
- Excellent communication, interpersonal, writing, grammar, word processing and presentation creation skills are required.
- A strong customer service attitude and approach, diplomacy and effective listening skills are crucial in this position.

- This position requires strong organizational skills, attention to detail and the ability to work both independently and as a member of a team.
- This position also requires creative problem-solving skills and the ability to work well in an environment of change, pressure and deadlines.
- Active listening skills are required.

Duties and Responsibilities:

- Perform tasks requested by the program supervisor/executive director.
- Provides day-to-day organizational support that includes overall office duties, general administrative support, and document management in both electronic and physical forms.
- Works with and maintains positive relationships with other organizations and entities with similar interests.
- May be required to provide personal visits on a temporary, as needed basis as determined by supervisor.
- Abides by all terms of confidentiality as dictated by policy, procedures and common sense. Additionally, must maintain a full understanding of the Health Insurance Portability and Accountability Act of 1996 (HIPPA).
- Develops and maintains files (both electronic and physical).
- Maintain, monitor and submit orders for supplies as needed.
- Assists with event coordination such as monthly and quarterly meetings, trainings and other events. This may include catering orders, cleaning and preparing rooms for events, preparing handouts, sending and tracking invitations, and post event processing.
- Drafts correspondence and prepares reports as needed. Creates documents and presentations for internal and external use.
- Twice yearly insures that the program inventory is updated and complete.
- Makes travel arrangements for self, program staff, and executive director.
- Has knowledge of and can easily access procedures that apply to various functions of the program; acts as a resource for these matters.
- Provides additional support as required and as directed by the program supervisor/executive director and acts as a committee member when assigned, and performs other duties as assigned.
- Understands, helps create and personally adheres to bylaws, policies and procedures of the organization and ensures adherence to Wyoming Citizen Review Panel policies and procedures in all matters of practice, contracts, communications, resources, personnel and reporting.
- Works with the program supervisor/executive director to ensure alignment with organizational values, goals, and directives in all work performed.
- Will be responsible for data input verification

- Creates a monthly newsletter to disseminate to PAT families, stakeholders, collaborators, wait listed families, etc.
- Provide support for monthly Group Connections by prepping materials, literature handouts, books and activities, etc.
- Order supplies office supplies and materials and ship to remote offices when needed
- Monitor and update social media

Desired Qualifications:

- An associate's degree.
- Previous experience supporting a similar working environment is a plus.
- A commitment to understanding a diverse cultural, socio-economic and unique backgrounds is essential.
- Experience and a working knowledge of various software applications to create text documents, presentations, spreadsheets, and simple graphics (i.e. Microsoft© Word, Excel, Outlook, PowerPoint, etc.).
- Must pass a criminal background check that includes the state's central registry system for child abuse and neglect.
- Other desirable characteristics include:
 - A strong initiative and self-starting approach;
 - flexibility;
 - the ability to deal effectively with rapid growth and change, and
 - the ability to organize and prioritize work quickly in response to changing needs.

The Wyoming Citizen Review Panel, Inc. is an equal opportunity employment organization.