



Program Specialist

ABOUT US:

Lenoir/Greene County Partnership for Children, Inc. is a company in Kinston, NC 28504. Our mission is to develop today's children to become tomorrow's leaders. The Partnership accomplishes this mission by providing and supporting a variety of programs and services that target children and their families.

PRINCIPLE FUNCTION:

The Program Specialist- Safe Kids/Triple P will serve children and families in Lenoir and Greene Counties who are seeking assistance with injury prevention and the skills to raise confident, and healthy children. The Program Specialist will serve as the day to day contact for Triple P (Positive Parenting Program) and Safe Kids Eastern NC.

KEY RESPONSIBILITIES:

1) Data/Collection/Analysis

- a. Collects and enters data into Buckle Up NC and Safe Kids Worldwide computer databases, providing reports to the Executive Director/Program Coordinator
- b. Collects and enters data for Triple P, providing reports to the Executive Director/Program Coordinator

2) Service and Support to Families

- a. Provide support, hands-on installation assistance, and guidance to caregivers with use of child safety seat questions and concerns
- b. Determine the implement the level of Triple P that best fits the caregiver's needs
- c. Schedule car seat appointments and parenting support intervention as needed

3) Maintain awareness and knowledge of Partnership Policies and Procedures, rules and regulations and current trends relating to Triple P and Safe Kids and provide suitable interpretation to Partnership Board and staff as well as others deemed appropriate

4) Implement assigned programs

- a. Maintain awareness and knowledge of policies and procedures that pertain to assigned programs
- b. Follow appropriate policies and procedures, contracts, grant obligations, etc.

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1465 HWY 258 N, KINSTON NC 28504
252-939-1200

QUALIFICATIONS:

Possess a valid North Carolina Driver's License

Required: Minimum High School diploma or GED plus experience directly working with parents, children, and families. Preferred Associates Degree in Early Childhood Education or related field plus experience working with parents, families, and children. Spanish is beneficial.

Demonstrate a sufficient understanding of North Carolina's licensing requirements, strong oral and written communication skills, excellent listening skills, proficient in basic Microsoft Office computer programs, excellent planning and organizational and leadership skills is also preferred.

Benefits: We offer our employees a wide range of core benefits and family-focused programs like health insurance, paid holidays and vacation leave, 403 (b), and 37.5 work week

Job Type: Full-time

Salary: From \$16.00 per hour

Benefits:

- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8-hour shift
- Monday to Friday

Education:

- High school or equivalent (Preferred)

Experience:

- working with children or families: 1 year (Preferred)

Language:

- Spanish (Preferred)

Work Location: In person

Please send resume and cover letter to jlopez@lgpfc.org

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