



Triple P Coordinator – Upstate Region

REPORTS TO: Triple P Manager

STATUS: Full-Time

CLASSIFICATION: Non-Exempt

LOCATION: Long-Distance
Remote Primarily Serving the
Upstate Region of S.C.

Position Summary

The Positive Parenting Program (Triple P) coordinator is a full-time position of Children's Trust of South Carolina. This position will be responsible for supporting the implementation of the evidence-based Positive Parenting Program (Triple P). This is a remote position supporting Triple P initiatives in the Upstate Region and additional counties as Triple P expansion continues. Overall, the position serves as a bridge between an overall support system and local teams, and is a blend of Triple P program, and implementation science best practices.

As a member of the Children's Trust team, this role ensures that all duties and responsibilities are managed in a productive, timely and professional manner.

The employee will work from home in South Carolina but should expect to attend multiple community meetings and may also need to work from partner sites at times.

Duties and Responsibilities

Site Coordination

Support and provide oversight to all assigned funded partners to ensure implementation of Triple P with fidelity to established standards. Build trusting relationships with partners and provide coaching, technical assistance, and support for effective implementation of Triple P.

Collaborate with Triple P coordinators and Children's Trust evaluation staff to support funding partners in implementing Triple P according to best practices to include continuous quality improvement (CQI), data collection and fidelity assurance for sites, and evaluation and research activities for Triple P, as directed.

Ensure Triple P partners comprehend requirements involved in the implementation of Triple P with fidelity and accurately enter data into various systems; monitor partner participation in all contracted activities.

WORKFORCE DEVELOPMENT

Coordinate the planning, convening, and execution of workforce development activities for Triple P practitioners in collaboration with the Triple P team and event planner, informed by data, network needs, and grant requirements; recurring events include the Triple P Practitioner Summit, Learning Collaboratives, Triple P Open Enrollment Trainings, as well as individual trainings, network events, webinars, and consultation as needs arise.

Coordinate event training logistics in collaboration with the event planner; prepare materials for trainings and events, including internal and external agendas, run-of-show plan, PowerPoint presentations; develop and manage online registration forms; initiate and execute contracts with speakers and agreements for acquiring CEUs; support communication with attendees; collect and maintain training/attendance data.

Monitor event budgets and expenses in collaboration with the Triple P manager and grants accounting manager; collaborate with the Triple P manager to determine future budget needs and execute trainings and events in accordance with predetermined budget plans and funding requirements.

Ensure that all Triple P funded partners are trained and accredited through model purveyor upon receipt of an award or prior to beginning service delivery.

Collaborate with the Triple P network coordinator to support the planning of all aspects of the Triple P South Carolina Practitioner Network including but not limited to managing membership, providing network engagement events, and maintaining records of attendance.

GENERAL

Coordinate and participate in regular check-in calls with finance, complete compliance monitoring for subrecipients, and collaborate with subrecipients and the Triple P manager to inform the annual design of contract deliverables aligned with the needs of service provision partners; develop, process, and document contracts annually.

Assist the Triple P manager, grants development coordinator and finance team with the development and management of grant applications, budgets, and reports as needed; keep accurate files, records, and reports for partner monitoring and technical assistance activities.

Coordinate with the evaluation team to develop outcome monitoring systems to ensure data is collected in accordance with the *Triple P South Carolina* evaluation plan; support QuickBase development for Triple P and other Children's Trust applications as needed.

Support the Triple P manager in the Request for Partners process to include application review and scoring, site readiness assessments, and funding award decisions.

With support from communications personnel, work with the Triple P manager to inform the communications team of updates regularly and promote Tools, Talk and Know How within the assigned region; serve as a Children's Trust content expert on Triple P; work with communications team to collect regular parent and practitioner testimonies to continuously market Triple P and inform program expansion. Contribute content to the Triple P South Carolina and Children's Trust newsletters.

Work with the Triple P manager to ensure all activities of the grant are completed in an efficient and timely manner, and in accordance with grant guidelines; assist with the development of grant reports.

Intentionally work to integrate Children's Trust initiatives through interdepartmental relationships and by participating in core learning and professional development opportunities and applying concepts with local providers and community partners.

Keep accurate files, records and reports for training and technical assistance activities.

Attend and present when appropriate at local, state and national educational programming forums to enhance knowledge and professional development, and to assist in identifying current research, key topics, and speakers/consultants for Children's Trust educational programming; participate on local boards, task forces and ad hoc committees when appropriate.

Protect and keep confidential proprietary information while working at home.

Attend corporate office meetings, activities, trainings and events as required by the organization. Use software platforms and systems, including but not limited to Trello, Microsoft Word and QuickBase to plan, execute and report on work progress and products. Perform other duties and responsibilities as requested with an appropriate sense of humor, positive and professional attitude, and team spirit.

Serve as a positive, proactive voice for Children's Trust and the Triple P South Carolina initiative through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of agency.

Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Qualifications

Have a bachelor's degree in social work, counseling, public health or other related fields and a minimum of five years' related experience in program development working with families and children.

Be a critical thinker, well-organized, and detail-oriented; have proficient or expert communication (oral and written skills); demonstrated ability to be proactive and take initiatives; work both independently and in team setting; prioritize and manage multiple tasks; assist with writing grants and grant reports when needed.

Have good judgement, empathy, adaptability, and a level-headed attitude; demonstrate proficient or expert interpersonal skills when interfacing with partners; be assertive and persuasive when necessary while maintaining positive and productive relationships.

Serve as a representative for Triple P South Carolina on a statewide basis.

Have proficiency in all Microsoft Products; ability to use SharePoint, Trello, Microsoft Teams, and Zoom.

Manage light to moderate carrying and lifting of items.

Drive throughout South Carolina on a regular basis and travel nationally as needed.

This is a grant-funded position and subject to change.

Children's Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The forgoing statements describe the general purpose and responsibilities of this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required. Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.

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