

## JOB TITLE SUMMARY

**Job Title:** Technical Assistance and Training Specialist - EHS  
**Job Code:** 297  
**Department:** The Ounce Institute  
**FLSA Status:** Exempt  
**Grade:** K  
**Reports To:** Training Manager  
**Positions Supervised:** N/A

## Summary

Strengthens and promotes Early Head Start (EHS) home-based programs through professional development supports including technical assistance, training and consultation. The Technical Assistance & Training Specialist (TA/T) has primary responsibilities in the development and delivery of home-based specific competency based training, mentoring and EHS technical assistance associated with home-based programs providing support services to families with young children. Experience with Early Head Start is required.

## Essential Job Duties

- Provide regular technical assistance to support programs to achieve success in program design, family engagement curriculum usage, best practices in home visiting, group socialization meetings, and other EHS related program areas.
- Acquire and maintain certification as an evidence-based Parents as Teachers (PAT) model-specific core trainer.
- Support EHS home visiting programs with implementation of the PAT home visiting and group socialization research-based early childhood home-based curriculum and approach.
- Schedule, conduct and document all technical assistance provided to programs. This includes conducting on-site visits, phone consultation, written correspondence or other modalities of technical assistance.
- Coordinate and support event planning with co-trainers to ensure development of working agendas, assistance with presentation outlines, design and content focus, development of appropriate pre and post training methods and activities. Responsible for development and facilitation of wrap-around training as related to audience needs and areas of professional expertise.
- Serve as a consultant as requested to Ounce staff in the ongoing training and technical assistance of established EHS programs.
- Present information and make recommendations to inform planning and decisions of the management team related to future training, technical assistance and program development.
- Assist management team in the preparation of reports for funders and other audiences related to site activity, research and technical assistance.

- Advance professional expertise in modalities of adult learning, program model development, methods of consultation and technical assistance for staff and supervisors.
- Collaborate with other Ounce staff to ensure quality and consistency in the implementation of program enhancements.
- Perform other job-related duties as requested.

**Required Qualifications** – Required qualifications to effectively perform the job. An equivalent combination of education, training and experience will be considered. (Additional requirements may be designated by position.)

- Master’s degree in Early Childhood, Family Studies, Social Work, Human Services, Education or other related field OR equivalent combination of education and experience.
- Minimum of 5 years of relevant work experience as a home visitor or home visiting supervisor.

**Knowledge, Skills and Abilities** – May be representative, but not all-inclusive, of those knowledge, skills and abilities commonly associated with this position.

- Able to apply knowledge of adult learning styles, issues in staff development and supervision strategies in various situations.
- Working knowledge of current trends in early childhood, federal education programs, home-visiting and staff development strategies.
- Ability to work with culturally diverse staff and populations.
- Advanced organizational, analytical, project management, interpersonal, and verbal and written communication skills.
- Working knowledge of standardized assessment tools, scoring accuracy, and reliability.
- Ability to design, plan and provide competency-based training.
- Ability to provide consultation and technical assistance.
- Skilled in developing and executing webinars and conference workshops.
- Working knowledge of distance learning and related technologies.
- Must have foundational understanding of prevention of child abuse and neglect, child and adolescent development.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Frequently works in confined spaces.
- Frequently exposed to varying weather conditions, while driving.
- General office conditions. Exposed to moderate noise levels.

**Physical Abilities** - Activities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform

essential functions.

- Required to frequently sit and regularly use repetitive wrist, hand and/or finger movement for extended periods of time operating a computer.
- Must be able to frequently stand, walk and drive when transferring baggage and supplies.
- Must also be able to stand for extended periods of time during trainings or workshops.
- Must be able to reach for, grasp, and carry items such as supplies while traveling to and from different sites.
- Regularly required to be able to listen to presentations.
- Regularly required to speak clearly and effectively during trainings, workshops and other duties throughout the day.
- Must be able to use close vision and be able to focus while working on computers.
- Required distance vision of over 20 feet when driving.
- Must be able to lift up to 10 lbs.
- Regular attendance is a necessary and essential function