



Position Title: **Home Visiting Program Specialist**  
Location: **North Brunswick**  
Reports to: **Home Visiting Supervisor**  
FLSA: **Full Time-Exempt**  
Salary: **\$55,000 - \$58,000**

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Prevent Child Abuse - New Jersey (PCANJ) is the statewide leader in the prevention of child abuse and neglect and the promotion of healthy childhoods for all of New Jersey's children. The organization was incorporated in 1979 as the New Jersey chapter of Prevent Child Abuse America, the 9th Chapter to be established among a national network. Today, we exist as one of the largest chapters across the country and have become a recognized leader for prevention work in New Jersey.

#### **JOB SUMMARY:**

The Home Visiting Program Specialist will be responsible for providing implementation support to Healthy Families America and Parents as Teachers evidence-based home visiting programs throughout New Jersey. The Home Visiting Program Specialist monitors program activities and quality assurance, provides technical assistance, and develops and facilitates trainings to strengthen services offered by HF and PAT program staff and increase model fidelity. The Home Visiting Program Specialist will also develop and participate in continuous quality improvement (CQI) practices.

**Please note: This is NOT a direct service role.**

#### **MAJOR RESPONSIBILITIES:**

- Develop expertise in the requirements of each national model.
- Provides training, technical assistance and site development for programs.
- Develops trainings and education to provide to individuals, programs, and organizations.
- Provides coaching to home visitation program staff to incorporate best practices.
- Provides technical assistance to home visiting programs throughout New Jersey.
- Monitors program activities and service levels.
- Submit outcomes reports as needed.
- Facilitate program site involvement with its supporting community organizations.
- Supports sites in stabilizing or expanding their program service to families in collaboration with program developers and funders.
- Supports sites in integrating Continuous Quality Improvement (CQI) processes.
- Oversee web-based data collections tools and systems; create new forms and reports for data systems as needed.
- Assesses needs, identifies gaps, and takes initiative to strengthen program implementation.
- Performs other related duties as required.

## **QUALIFICATIONS:**

Education and Work Experience B.A./B.S. required, M.A. preferred

Must have a minimum of 3 years of experience with evidence-based home visiting models

Skills and knowledge required:

- B.A./B.S. required, M.A. preferred.
- A minimum of 1-3 years work experience is required for those at the Bachelor's level; internship experience may be substituted for work experience for those with a Master's degree.
- Experience with children, families or at-risk parenting populations, is desired.
- Experience in training groups of all sizes.
- Strong skills in public speaking, training, and group dynamics.
- Ability to build relationships with persons at all levels of human service.
- Awareness of cultural diversity and its impact on planning and provision of services.
- Knowledge of community organization and collaboration building.
- Strong ability to problem-solve.
- Computer literacy. Experience with web-based data collection/MIS and Zoom/online meeting and training platforms preferred.
- Well organized, motivated and flexible.
- Candidate must possess a strong desire to learn and a commitment to professional development in all of the above areas.

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## **OTHER CONDITIONS OF THIS POSITION:**

Travel throughout the state of New Jersey will be necessary. Out of state travel may be required for specific trainings and conferences specific to this position. A valid driver's license and access to a reliable vehicle are required. Hours may need to be flexible to allow for evening and weekend work, in training, site visits or related activities.

**TO APPLY:**

Please email resume and cover letter to [resume@preventchildabusenj.org](mailto:resume@preventchildabusenj.org) and place "Program Specialist" followed by your last name in the subject.

Prevent Child Abuse New Jersey provides equal opportunity and protection from discrimination for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, marital status, military or veteran status, disability, age, religion or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations and communities to apply.