



## **PASO Recruiter and DP3 Assessor**

**Reports to:** The CSPC PASO Recruiter/Assessor reports directly to the CSPC Director of Operations.

**Scope of Responsibility:** To assure that the PASO providers get all of the training and technical assistance to upgrade the quality of care that they provide to children.

### **Qualifications:**

1. Demonstrated Childcare experience
2. Bilingual/bicultural (Ability to speak, read, write in English & Spanish)
3. Reliable transportation (Proof of Auto Insurance)
4. High School Graduate (Can be a GED or from country of origin)

### **Desirable/Preferred:**

- ❖ 2yr Degree from a 2 year College with emphasis on ECE.

### **Recruitment for Jefferson PASO:**

- Jeffco PASO- will recruit 24 FFN Providers in the city of Edgewater.

### **Data Responsibility:**

- Collect PASO provider registration
- Collect all of the provider information
  - Child Registration form
  - Release of information
  - Photo and video permission forms



- Child attendance

**Assessment:**

- Visit homes
- Interview FFN Providers using DP3 Assessment
- Will conduct interview for each child in the provider's care
- Will interview 3 times for each child between March and August of 2016

**Special Events:**

- Spouse appreciation dinner
- Posada
- PASO parent conference
- PASO graduation

**General Administration:**

- Mondays and Tuesdays are reserved as special general administration days:
  - Data entry
  - compilation of information from the assessments
  - attend all PASO Professional Development trainings
- Home visit preparation
- Staff and PASO meetings
- Assist with any pertinent activities that affect the PASO Program and CSPC
- Other duties as assigned by the PASO Coordinator