



TRIPLE P PROGRAM MANAGER

ABOUT FIRST 5 SANTA CRUZ COUNTY

First 5 Santa Cruz County is a public commission that was created with the passage of Proposition 10 in California in 1998. The commission's mission is to ensure that early childhood systems and supports foster equitable health, development, and well-being for all young children and their families in Santa Cruz County. To achieve that mission, the commission invests in and implements a variety of programs and services to improve outcomes in the areas of Healthy Children, Early Care and Education, Thriving Families, and Equitable, Sustainable Early Childhood Systems.

The Triple P – Positive Parenting Program is one of the Commission's long-term strategic investments in Thriving Families. Triple P is a world-renowned, evidence-based program that offers practical, effective parenting strategies for families with children ages 0-12 (Core), youth ages 10-16 (Teen), and children with special needs (Stepping Stones). Triple P's population health approach increases parents' knowledge of infant/child development and parenting skills, strengthens parent-child relationships, and improves child and parental socioemotional well-being. Five levels of services are designed to reach an entire community and address the needs of individual families.

First 5 Santa Cruz County leads the countywide implementation and evaluation of Triple P, ensuring services are available in English and Spanish for families raising children of all ages and abilities. First 5 coordinates the funding, training, service provision, outreach, social marketing, and evaluation, then partners with non-profit and public agencies to provide services at locations such as Family Resource Centers (FRCs), schools, churches, health clinics, libraries, parks, families' homes, correctional facilities, and other places where families naturally seek information and support.

POSITION DESCRIPTION

The Triple P Program Manager oversees the countywide implementation and evaluation of the Positive Parenting Program (Triple P) for families with children and youth ages 0-16 in Santa Cruz County. This position works closely with other First 5 Santa Cruz County team members and contracted partners to ensure there is clear, consistent, and supportive communication and coordination of roles and activities.

This position requires strong program planning, project management, technical, and interpersonal communication skills, including excellent written and oral communication skills in both English and Spanish. The ideal candidate will excel in building rapport with families, agency partners, and co-workers and be adept at problem-solving in various types of situations. This position requires that the individual be available to work flexible hours, including occasional evenings and weekends.

This full-time, bilingual, exempt position reports to the Executive Director. Hybrid work environment possible after initial training period.

DUTIES AND RESPONSIBILITIES include, but are not limited to:

Partnerships

- Represent First 5/Triple P in relevant collaboratives and initiatives.
- Schedule and conduct presentations on Triple P to community partners (schools, libraries, faith-based organizations, businesses, service clubs, etc).
- Participate in California Triple P Collaborative conference calls and collaborative activities.

Budget & Funding

- Develop and monitor the annual Triple P program budget.
- Establish and monitor contracts with Triple P contractors.
- Review and approve invoices for Triple P contractors and program-specific expenses.
- Assist the Executive Director with developing and implementing a long-term sustainability plan for Triple P.
- Assist the Executive Director with identifying, leveraging, and securing funding for the Triple P program through grants, contracts, fee-for-services, and/or other innovative fund development strategies.

Practitioner Training & Accreditation

- Serve as the primary liaison between First 5 Santa Cruz County and Triple P America for contracting, training registrations, resource orders, and implementation assistance.
- Develop and manage annual budget and schedule for Triple P trainings, including open enrollment trainings, Santa Cruz County-specific trainings, and special accreditations.
- Coordinate training schedules, registrations (including special accreditations), and accreditation.
- Continuously recruit potential Triple P practitioners and provide support to ensure successful completion of training and accreditation and readiness to provide services.
- Maintain database of Triple P practitioners (organizations/affiliations, contact information, accreditation status, demographics).

Implementation & Evaluation

- Maintain contact with practitioners and agency leaders on their readiness and capacity to provide Triple P services.
- Provide implementation support and fidelity coaching to practitioners, including but not limited to individualized assistance, observations and coaching sessions, and Triple P practitioner meetings.
- Periodically provide Triple P services to families to maintain current, working knowledge of service delivery and any local adaptations required.
- Ensure Triple P practitioners have adequate parent materials (from Triple P America) and locally produced materials (e.g., class agendas, slide decks) to deliver Triple P services effectively and to fidelity.
- Establish systems, tools, and procedures to support consistent, culturally responsive high quality implementation of Triple P, with fidelity to the evidence-based model.
- Field inquiries about Triple P services and connect clients to current Triple P practitioners using First 5's website and the UniteUs platform.
- Work with First 5's Research and Evaluation Analyst to develop and/or maintain evaluation forms, procedures, and data systems and ensure Triple P practitioners have received the appropriate training.
- Assist with implementing evaluation plan, including preparing data and reports for funders and First 5's annual evaluation report.

Outreach & Social Marketing

- Oversee planning and implementation of First 5 Santa Cruz County's Level 1 Universal Triple P social marketing campaign (flyers, articles, social media posts, ads, collateral, newsletter, local and statewide Positive Parenting Awareness Month, etc.)
- Create and/or oversee creation of bilingual content for the Triple P social marketing campaign.
- Prepare bilingual class flyers and monthly class schedules. Coordinate dissemination and promotion through First 5's website, Triple P practitioners, media, and print and online calendars.
- Coordinate Triple P participation in and staffing of community outreach events, in collaboration with event coordinators, Triple P practitioners, parent leaders/volunteers, and First 5 staff. Assist with tabling and conducting Triple P outreach.
- Plan and oversee local Positive Parenting Awareness Month activities, in collaboration with Triple P partners, First 5 staff, and other contractors.
- Participate in statewide collaboration and advocacy efforts with Triple P America, the California Triple P Collaborative, and local partners.

General Activities

- Document all program work and maintain monthly service statistics.
- Prepare and submit all required paperwork, including timesheets, mileage forms, purchasing forms, reports and other documents in an organized and timely manner.
- Attend agency and program staff meetings and community meetings/events as requested.
- Other duties as required.

MINIMUM QUALIFICATIONS & EXPERIENCE

- Bilingual and biliterate in English and Spanish required, with demonstrated fluency in oral and written communication.
- Four years of educational, professional, and/or lived experience related to parenting, child development, and family support and strengthening. This qualification can be met through one or more of these pathways:
 - Associate's degree or higher, preferably in early childhood development, health, human services, psychology, social work, or a related field.
 - Direct experience working with families in a social service, health, education, or other human service-related field.
 - Direct experience with participating in and/or providing parent education and support services. Specific experience participating in and/or providing Triple P services is strongly preferred, but not required.
- Prior accreditation in one or more levels/variants of Triple P is strongly preferred, but not required. Upon hire, the Triple P Program Manager will begin the longer-term process of becoming trained and accredited in all levels and variants of Triple P.
- Demonstrated organizational and leadership abilities to facilitate effective communication, learning, and collaboration.

- Demonstrated skills and experience with planning, coordinating, and managing programs and projects that involve multiple people, activities, timelines, and deliverables.
- Demonstrated experience working in programs and settings that serve children and families with diverse cultural, linguistic, and socioeconomic backgrounds, utilizing culturally competent, strength-based strategies.
- Demonstrated ability and initiative to learn new tools and strategies, to continuously enhance professional growth and development.
- Strong strategic, analytical, and systems thinking.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- Triple P – Positive Parenting Program
- Theory, principles, and best practices related to:
 - Early childhood development
 - Positive Childhood Experiences (PCEs), Adverse Childhood Experiences (ACEs), toxic stress, and trauma-informed and healing-centered care
 - Reflective practice, mentoring, and coaching adult learners
 - Inclusion, Diversity, Equity, Antiracism, Liberation (IDEAL) principles and practices
 - Program planning, data collection, and research and evaluation methodologies (quantitative and qualitative).
- Implementing evidence-based programs/practices with fidelity
- Continuous quality improvement

Skills and Ability to:

- Establish and maintain effective, collaborative working relationships with a wide range of professionals and paraprofessionals, including but not limited to First 5 Santa Cruz County team members, contractors, community partners, Commissioners, and funders.
- Directly interact with both adults and children in a positive manner.
- Communicate effectively orally and in writing, in English and Spanish.
- Plan, test, evaluate, and scale innovative and entrepreneurial approaches to continuously improve and sustain the Triple P system in Santa Cruz County.
- Demonstrate advanced proficiency in using computers, the Internet, software (word processing, spreadsheets, presentation slides, etc.), and web-based apps or platforms used by First 5.
- Work independently and follow supervisor's directions.
- Plan and organize work to ensure organizational and project goals and timelines are met.
- Prepare paperwork in a timely and clear manner.
- Maintain electronic and/or paper records; prepare and compile reports.
- Effectively represent the agency in meetings, work collaboratively with community agencies and stakeholders.
- Demonstrate cultural awareness and sensitivity in a variety of contexts.
- Exercise sound judgment within broadly defined practices and procedures to create and select appropriate strategies and make and carry out effective decisions.

- Provide excellent service to all internal and external customers.
- Meet attendance requirements of the position, be punctual and timely in meeting all requirements for work performance.
- Adapt, with minimal or no advance notice, to changes in agency operations and work assignments or procedures.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mobility to work in a standard office environment and attend off-site meetings; mobility and manual dexterity to use standard office equipment and handle documents; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.
- Work is sometimes physical, requiring setting up for meetings or outreach events, which may require lifting or carrying cumbersome materials (e.g., easels, flip charts, refreshments, boxes, tables, etc.)
- Long periods of sitting are frequently required.
- May require working some evenings and weekends.
- Ability and willingness to visit sites located throughout the county, including communities with high levels of social and economic needs, correctional facilities, and other locations where families naturally seek information and support.

OTHER REQUIREMENTS

- Must have a valid California driver’s license, personal automobile insurance, access to reliable transportation and ability to travel within Santa Cruz County as necessary to carry out job duties. Some travel outside Santa Cruz County is occasionally required.
- Clearance of background checks as required by state and federal regulations.
- TB test

SALARY SCALE

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Hourly	\$27.04	\$28.67	\$30.39	\$32.21	\$34.14	\$36.19	\$38.36
Annual	\$56,251	\$59,626	\$63,204	\$66,996	\$71,016	\$75,277	\$79,794

APPLICATION INSTRUCTIONS:

To apply, please submit a cover letter and resume (in PDF format) via email to:
 admin@first5scc.org
 Attn: Triple P Program Manager Recruitment