

## **An Overview Of The Responsibilities Of A Georgia PINES Parent Advisor**

The primary role of a parent advisor is to support and educate the family. Each family is unique, therefore our role is determined by the needs of that family. The parent advisor's responsibilities consist of various duties. The following is a brief description of these duties.

### **Weekly Responsibilities:**

- ◆ Complete page 1 of Home Visit Report (this is your "lesson" plan)
- ◆ Provide home visits to each family assigned (one hour per visit)
- ◆ Complete page 2 of Home Visit Report (brief summary of the visit)

### **Monthly Responsibilities:**

- ◆ Complete Monthly Report of Service Delivery (a list of families assigned to you and the number of visits provided that month)
- ◆ Submit expense statement to Georgia PINES office by the 3rd of each along with page 1 and 2 of Home Visit Report and Monthly Report of Service Delivery.

### **Bi-Annual Responsibilities:**

- ◆ Bi-annual assessment of child utilizing the appropriate assessment.
- ◆ Bi-annual development of Georgia PINES Individual Program Plan (IPP).

### **General Responsibilities:**

- ◆ Contact and work in collaboration with the Babies Can't Wait Service Coordinator and other service providers.
- ◆ Participate in Babies Can't Wait IFSP meetings (when possible).
- ◆ Attend medical and audiological appointments with families when requested or needed (when possible).