

JOB DESCRIPTION

- Position:** Parent Educator– Parents as Teachers Program
- Status:** 20 Hour, Non-exempt
- Reports to:** Lead Parent Educator
- Role:** To implement the Parents as Teachers Model. The goals of the program are to provide parents with child development knowledge and parenting support, provide early detection of developmental delays and health issues, prevent child abuse and neglect, and increase children’s school readiness. The PAT model includes one-on-one home visits, monthly group meetings, developmental screenings, and a resource network for families.

QUALIFICATIONS

- Bachelor’s degree preferred in child development, human services, or related field preferred. A minimum of an Associate’s degree required
- Experience working with diverse families with young children under the age of six years
- Experience working in the home and familiarity with community services and supports is highly valued
- Highly organized, self-motivated, flexible, (including willingness to work non-traditional hours), and able to work as part of a team
- Must have a reliable vehicle and appropriate driver’s license and insurance
- Any equivalent combination of training and experience

PRINCIPAL RESPONSIBILITIES

- Coordinate all aspects of home-based parenting support for assigned caseload. This is to include:
 - Intake visits
 - Offer two home visit each month per family. A personalized visit is designed to help parents understand what to expect in each stage of their child’s development and offer practical tips on ways to encourage learning, manage challenging behavior, and promote strong parent-child relationships.
 - Assess family needs and provide developmentally appropriate information, guidance and support to parents.
 - Ensure that all children enrolled in program are periodically screened for delays in overall development, language, hearing and vision.
 - Serve as a referral source to link families with community agencies/programs that offer services to families of young children.

- Complete all required documentation regarding home visits, attendance records for group meetings and other PAT events, screening summaries, and all essential records required by the program in a timely and comprehensive manner.
- Work in cooperation with other Parent Educators to plan, schedule and oversee group connections.
 - Develop a broad base of topics to be used for the year that includes utilizing community professionals, as well as providing families the opportunity to participate in parent-child activities.
 - Schedule meeting location, outside presenters and child care for these meetings.
 - All additional details relating to group connections.

JOB COMPETENCIES

Technology: Proficient with computers and other office equipment, including experience with web-based databases, and all Microsoft Office programs.

Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.

Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters. Serve as a mentor and coach to clients.

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

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