



Parent Educator

Summary/Objective

The Parent Educator is responsible for initiating and maintaining regular (at least weekly) and long-term (up to three years) contact/support with families. This activity will occur primarily within the family's home; each visit should last for at least one hour. The interventions should be family-centered and strength-based and directed at establishing a trusting relationship; assisting in strengthening the parent-child relationship; assisting parents in improving their skills to optimize the home environment; improving the family support system; and increasing the family's ability to problem solve and assume the role of advocate for themselves and their children. The activities may also include identifying and referring for contact/appointments at other supportive agencies, including health care appointments. The Parent Educator will be responsible for assisting the family in establishing goals and a plan for accomplishment of those goals, as well as the assessment of the normal growth and development of the target child. The Parent Educator will be responsible for completing family assessments and meeting deadlines. The Parent Educator will also be responsible for attending continuing education trainings, assist in planning and execution of monthly parent group meetings, and other duties as assigned.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maturity and experience in successfully working with children (0-3 years of age) and their families
2. Knowledge of normal child growth and development and parent-child relationships
3. Ability to relate to families from a strength-based model, even in a chaotic family environment; ability to approach families from a family-centered services model
4. Demonstrates motivation and the ability to learn and practice basic supportive skills
5. Demonstrates ethical ability to adjust schedule to meet families in the afternoon and early evening.
6. Ability to work independently and as a member of a team
7. Non-judgmental
8. Ability to keep information confidential and comply with all aspects of HIPAA.

9. Creative and knowledgeable about community resources
10. Enjoys and functions appropriately with long-term, ongoing projects; doesn't need immediate feedback or results for personal validation
11. Task oriented; behavior supports beginning and completing a project/ task within a specific time frame
12. Experience in working with culturally diverse communities and families with the ability to be culturally sensitive and appropriate
13. Demonstrates attention to details
14. Strong computer skills and the ability to enter information into a data system
15. Ability to establish and maintain personal/programmatic boundaries, while providing supportive services
16. Strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value system and behavior norms
17. Believes in and is comfortable with advocating for nurturing, nonviolent discipline of children
18. Experience in working with culturally diverse communities and families with the ability to be culturally sensitive and appropriate
19. Demonstrates good writing and organizational skills
20. Open to reflective practice

Competencies

1. Organizational Skills
2. Ethical Decision Making
3. Time Management
4. Oral and written communication
5. Cultural Competency
6. Flexibility

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

The majority of time spent in this job is within individual family homes. Parent/child activities and assessments are often conducted on the floor and at the level of the child. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; climb stairs; drive to participants' homes; sit on the floor; and use a computer.

Position Type/Expected Hours of Work

This is a fulltime, non-exempt position. Work hours are variable to accommodate the needs of participants, which include afternoon and early evening home visits.

Travel

Travel is primarily local travel between the office and participants' homes, in the employee's personal vehicle. Out of area travel is required for initial and ongoing training, and may include the need for overnight accommodations.

Required Education and Experience

1. 1 year of home visiting or case management experience.

Preferred Education and Experience

1. BA/BS in human services or related field
2. Bilingual

Work Authorization

Authorized to work in the United States.

EEO Statement

Family Network, Inc. does not and shall not discriminate on the basis of race, color, religion, national origin, sex, gender identity, gender expression, sexual orientation, disability, age, marital status, sexual

orientation, or military status; in any of its activities or operations. These activities include, but are not limited to the following: hiring, promotion, and termination of staff; selection of volunteers and vendors; and provision of services. We are committed to providing an inclusive and welcoming environment for our staff, participants, and vendors.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Funding

Funding for this position is solely provided through grant funding. Should funding be reduced or eliminated, this position could be eliminated.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Executive Director _____ Date _____