

## JOB DESCRIPTION

- Position:** Bilingual Parent Educator– Parents as Teachers Program
- Status:** 32 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, in an effort to 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

- Fluent in English and Spanish: oral and written
- Bachelor’s degree required, preferably in child development, human services, or related field.
- 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, 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 visits 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 address family needs and goals.
- 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.

## JOB COMPETENCIES

- **Think Strategically:** Ability to determine strategies to move the organization forward, set goals, create, and implement actions plans, and evaluate the process and results.
- **Time Management:** Set priorities, develop a work schedule, and monitor progress towards goals, and track details, data, information and activities.
- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **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.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **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.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Technology:** Proficient with computers and other office equipment, including experience with web-based databases, and all Microsoft Office programs.
- **Values Equity:** Supports equitable treatment and equal opportunity for all employees, clients, and community partners.
- **Values Diversity:** Supports an environment of learning about, valuing, encouraging, and supporting differences.

***Children & Family Resource Center is committed to building a diverse staff and inclusive work environment and strongly encourages applications from candidates of color.***