

Equal Employment Opportunity Parent Educator

Salary: Depending on education and experience

Status: Non Exempt / Full time

Specific Duties:

- Will attend Parents as Teachers the Foundational Model Implementation Trainings. Become knowledgeable about the Parents as Teachers model including the Essential Requirements necessary for model fidelity.
- Implement the four primary goals of the Parent as Teachers model: Increase parent knowledge of early childhood development and improve parenting practices, Provide early detection of developmental delays and health issues, prevent child abuse and neglect, and increase children's school readiness and school success.
- Must conduct personal visits of 60 minutes using the Parents as Teachers curriculum on a weekly or bi-weekly basis with each family.
- Must value working with parents of young children and have the skills to develop a positive and enduring relationship with each family.
- Provide families with consistent research-based, evidence-informed information that parents will be empowered to use, in order to create a safe and nurturing environment for their children.
- Will use educational materials from the Lending Library during the personal visits. The Parent Educator will demonstrate a variety of ways the materials may be used with the children.
- **Responsibility:**
- Plan the personal visits, gather materials, travel, conduct the visit, and clearly document the visit.
- Provide parent group connections focusing on a minimum of one of the following areas of emphasis: parent-child interaction, development-centered parenting, or family well-being.
- Complete developmental, health, vision and hearing screenings on each child every year.
- Develop and maintain a community resource network in order to be able to link families with them as needed.
- Maintain and submit in a timely way all required family and program documentation.
- Meet at a minimum of twice monthly for at least two hours of individual reflective supervision with the PAT Supervisor.
- Help parents and children transition to other services as needed, to preschool, or to kindergarten.
- Complete annually required competency-based professional development hours in order to remain certified Parents as Teachers parent educator (see Parents as Teachers Core Competencies for more details).
- Attends staff meeting and trainings as needed or assigned.
- Responsible to communicate with parents on child development issues, policies or other concerns related to their child.
- Must have the ability to nurture respectful relationships with clients and children and must be sensitive to the client's cultural and socioeconomic characteristics.
- Responsible for reporting any symptoms of child abuse and neglect, abnormal behaviors, injuries, illnesses to Supervisor and parents.

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- Facilitates the assessment and counseling of children and families as needed. Refers cases needing additional service to the Supervisor.
- Monitors and maintains client's files in the compliance of file requirements.
- Maintains confidentiality of records and information regarding families.
- Strict compliance with universal precautions when administering first aid.
- May perform other duties as assigned by supervisor.

Qualifications:

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully.

Education/Experience

- Must have a Bachelor Degree in Child Development, Early Childhood Education, Education, Social Work or related field.
- Experience working as a teacher for at least four years with children 0-5 years old and their families or case management experience for at least 4 years.
- Must be Bilingual and proficient in English and Spanish.

Special Requirements

- TB clearance, to be renewed every two years.
- CPR and First Aid certified
- Health and Safety certified
- Successful completion of background check including DOJ, FBI, CACI and Sexual Abuse Registry.
- Must have a reliable automobile for use on the job (mileage to be reimbursed). Valid California Driver License. State required automobile insurance coverage.

Physical Requirements:

To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Parent Educators must be able to perform the following essential functions:

- Be highly organized and accountable. Maintain an inventory of supplies/materials.
- Be an independent, self-motivated worker.
- Must be a Team Player.
- Be able to learn and understand and incorporate the three roles of a parent educator: partnering, facilitating, and reflecting into daily practice with families.
- Be able to establish rapport with families and empower them by building on their strengths.
- Be competent with computer skills; including web browsing, e-mail, Internet, and word-processing.
- Be able to lift 30 pounds from the floor to a waist-high table when necessary.
- Be aware of the cognitive, social and physical needs of children.

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Name (PRINT)

Name (Signature)

Supervisor Signature

Date

Date