



MATERNAL AND CHILD  
HEALTH CONSORTIUM  
OF CHESTER COUNTY

## Job Description

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**Job Title:** Parent Educator – Life Skills and Diversion Program

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**FLSA Status:** Non-Exempt, Full-Time      **Division:** Life Skills and Diversion

**Reports to:** Director of Programs

**Prepared by:** Director of Programs

**Date:** June 2014

**Approved by:** Executive Director

**Rate:** \$16-\$20/hr depending on education and experience

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### **Summary:**

Provide life skills, home visiting, parenting education (individual and group), support, and referrals for community resources to parents of at-risks families with children ages 0 – 18 years who are currently involved with the Chester County Department of Children, Youth and Families.

### **Essential Duties and Responsibilities:**

- Provide Life Skills direct services based on the individual family's need. Conduct one (1) face to face parent education session each week with each enrolled family for a minimum of 2-4 hours.
- Complete an in-depth intake and family assessment of strengths and concerns for each child and family member. Complete goal plans with each enrolled family.
- Assess family needs and work with Director of Programs Director to develop and implement individualized family education and service plans.
- Provide transportation to families via MCHC vehicle as needed.
- Complete all required documentation regarding home visits, group meetings, program events, screening summaries, and other records required by the program, in a timely and comprehensive manner.
- Attend local and out-of-state trainings as required by the program or funding source.
- Protect the confidentiality of all information regarding current and past program participants as well as organizational operations.

### **Additional Duties and Responsibilities:**

- Attends team events and organizational-wide staff meetings.
- Participates in educational and treatment team meetings or court hearings, as needed.
- Participates in organizational-wide training programs.
- Other duties may be assigned.

**Supervisory Responsibilities:**

- None

**Qualification Requirements:**

- Fully bilingual in both verbal and written Spanish and English
- Excellent verbal and written communication skills
- Proven ability to develop trusting, supportive relationships with parents of young and adult children
- Experience working with at-risk teens, highly preferred
- Aptitude to successfully complete the trainings required (within 90 days of hire).
- Highly developed organizational skills with proven history of successfully managing multiple priorities simultaneously; must be detailed oriented
- Track record of working as a productive and cooperative member of a team and a displayed willingness to accept supervision and make personal performance improvements as appropriate
- Intermediate computer skills (e.g. keyboarding, Microsoft Office, Windows, Internet Explorer) including ability to enter and track participant data in required software
- Capability to work flexible hours (some evenings and weekends) and to occasionally travel overnight to attend training programs
- No criminal or child abuse history as determined by criminal history and child abuse screenings including, but not limited to, FBI clearance

**Education and/or Experience:**

- Bachelor's degree in early childhood education, social work, child/family development or related field
- Experience with families involved in the child welfare system preferred
- Supervised experience working with parents of young children and/or youth preferred

**Certificates, Licenses, Registrations:**

- Successfully completes the evidence-based curriculum training (within 90 days of hire). After training must maintain current certification as a parent educator by completing the required professional development hours.
- Must be able to participate in all required trainings and technical assistance including the Accessing the Child and Adult Serving Systems trainings, Mandated Reporter Training, and System of Care trainings provided by the county.
- Must have and maintain: a valid driver's license; automobile insurance with liability coverage of \$100,000-\$300,000; and daily access to an automobile and a cell phone.

**I. PHYSICAL DEMANDS/WORK CONDITIONS:**

This position requires visual and auditory acuity and the physical ability to climb stairs, stand for long periods of time, walk distances, and lift or carry up to 10 pounds. While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions such as heat, cold, dust, fumes, noise, and wetness.

*This job description does not necessarily list all the duties of the job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description is not a contract for employment, and either you or the company may terminate your employment at any time, for any reason.*