

# Job Description

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**Job Title:** Parent Educator

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Exempt: No Division: Family Center  
Reports to: Family Center Director Rate: \$16-\$20/hr dependent on experience  
Prepared by: Director of Programs  
Approved by: Executive Director

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## Summary:

- Provide outreach, home visiting, parenting education (individual and group), support, and referrals for community resources to parents of children 0 – 5 years of age.

## Essential Duties and Responsibilities:

(Other duties may be assigned)

- Provide parent education, using the Parents as Teachers curriculum, during regular home visits.
- Assess family needs and work with Family Center Director to develop and implement individualized family education and service plans.
- Assist the Family Center Director in implementing parent education and support groups.
- Actively recruit families to participate in the Family Center and represent the Center at family focused community outreach events.
- Complete all required documentation regarding home visits, group meetings, Family Center 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 funding source.

## Qualification Requirements:

- Effective communication skills in English and Spanish.
- Ability to develop trusting, supportive relationships with parents of young children.
- Ability to accept supervision and work as part of a team.
- Ability to work flexible hours (some evenings and weekends) and occasional overnight travel for trainings.
- Has no criminal or child abuse history as determined by a criminal history and child abuse screening.
- Experience using Microsoft Office.

## Education and/or Experience:

- Bachelor's degree in early childhood education, social work, child/family development or related field and supervised experience working with parents of young children is preferred.
- Will consider an Associate's degree with 3 years supervised experience working with parents of young children.

## Certificates, Licenses, Registrations:

- Successfully completes the Parents as Teachers Prenatal to 3 Years training (within 90 days of hiring) and, within 6 months, completes the 3 Years to Kindergarten training Maintains current certification as a parent educator by completing the required professional development hours for years of service.
- Has a valid driver's license.

## 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.