

## Job Description

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**Job Title:** Parent Educator-Fatherhood Initiative \_ Family Center Program

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**Exempt:** Non-Exempt **Division:** Family Center  
**Reports to:** Manager of Family Center **Hourly rate:** \$18 - \$19

**Prepared by:** Senior Director of Program  
Planning and Evaluation

**Approved by:** Executive Director

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### Summary:

- This regular full-time position provides 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:

- Provides parent education, using the Parents as Teachers curriculum and a selected Fatherhood curriculum, during regular home visits.
- Assesses needs of fathers and works with Family Center Director to develop and implement individualized family education and service plans.
- Organizes and implements fatherhood education and support groups for fathers.
- Actively recruit fathers 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.
- Attending local and out-of-state training as required by the funding source.
- Protects 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 meeting.
- Participates in organizational-wide training programs.
- Other duties may be assigned.
- Protects the confidentiality of all information regarding current and past program participants as well as organizational operations.

### Supervisory Responsibilities:

- None

### Qualification Requirements:

- Must be 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 children.

- Aptitude to successfully complete the Parents as Teachers Prenatal to 3 Years training (within 90 days of hiring) and, within 6 months, complete the 3 Years to Kindergarten training. After training must be willing to maintain certification as a Parent Educator by completing the required professional development hours for years of service.
- Highly developed organizational skills with proven history of successfully managing multiple priorities simultaneously. Must be detail oriented.
- Track record of working as a productive and cooperative member of a team and displayed willingness to accept supervision and make personal performance improvements as appropriate.
- Advance computer skills (e.g. Keyboarding, Windows, Internet Explorer) including ability to enter and track participant data.
- Capability to work flexible hours (some evening and weekends) and to occasionally travel overnight to attend training programs.
- Experience using Microsoft Office and Windows.
- No criminal, child abuse or finger prints 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; Associate degree and two years of relevant experience may be substituted.
- Supervised experience working with parents of young children preferred.

### **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. 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 cell phone.

### **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 neither you or the company may terminate your employment at any time, for any reason.