

## Job Description

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### Job Title: Parent Educator, Family Center Program

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MCHC was created out of a need to address the high rate of low birth-weight babies and health disparities among low-income families in Chester County. Founded in 1991, MCHC continues to ensure that all women and their young children in the county have equitable access to quality, culturally competent health care. In 1995, with initial funding from the Robert Wood Johnson Foundation and multiple private foundations, MCHC began providing prenatal case management for pregnant and parenting women and their children. In 1997, with funding from the federal Healthy Start program, MCHC became one of 106 Healthy Start programs throughout the country. Today, **the Healthy Start Program** also has the Perinatal, periods of Risk (PPOR) and the Plan of Safe Care (POSC) projects. MCHC's **Family Benefits Program** designed to provide uninsured families with bilingual, bicultural assistance with accessing state subsidized health insurance programs and in 2010 was augmented to include enrollment in food benefits and today this program also provides services with the Family Navigator and Language Access Projects. In response to a gap in school readiness among low-income families with children entering kindergarten in southern Chester County, MCHC launched the **Family Center Program** in 2006 to support kindergarten readiness and parents' ability to support their child's early cognitive development. MCHC has a successful track record in improving health outcomes in the short and long-term among the most underserved populations, specifically low-income Latino and African American mothers and young children and has been cited in peer-reviewed scientific journals. The Family Center Program offers other different services including the Kindergarten Transition program, Fatherhood program, Life Skills, Diversion and Family Decision Group Making (FDGM) for families living in Chester County.

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### Summary:

Under the direct supervision of the Parent Educator Supervisor, the Parent Educator provides parent education, developmental information, and family support to parents through personal home visits to promote the healthy development of children from pregnancy to kindergarten. Parent Educators utilize the nationally recognized "Parents as Teachers" curriculum to deliver quality home-based early childhood education, developmentally age-appropriate resources and effective child-parent interaction techniques.

### Essential Duties and Responsibilities:

- Provide parent education, using the Parents as Teachers curriculum, during regular home visits.
- Attend training to become a Certified Parent Educator.
- Provide personal home visits to families on assigned caseload.
- Plan and conduct home visits using the Parents as Teachers (PAT) instructional curriculum-based activities, methods, and materials.
- Provide early detection and developmental screening services to children zero to five years of age.
- Monitor participant caseload and record child's developmental progress.
- Maintain accurate records of all personal home visits, contacts, screenings, resource linkages and data input of progress and required reports.
- Maintain participant confidentiality and integrity in keeping with agency policies, practices, professional standards, and program requirements.
- Acquire knowledge and expertise of the agency's Participant Management System software and other various database systems.
- Participate in community outreach events as needed and required.
- Attending MCHC all staff meetings required.
- Perform all other duties as assigned and adhere to ongoing policies, program standards and supervisory directives.
- 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.
- Attending local and out-of-state training as required by the funding source.
- Other duties may be assigned.



### **Education/Experience/Skills requirements:**

- Required a high school diploma or GED and a minimum of two years of previous supervised work experience with young children and/or parents.
- Bachelor's or four-year degree in early childhood education, social work, health, psychology, or a related field is recommended (or equivalent degree outside of the U.S.). Supervised experience working with young children and/or parents is also preferred.
- Required continuing education to maintain certification.
- Required effective written and verbal communication and interpersonal skills. Preferred bilingual English and Spanish.
- Ability to develop trusting, supportive relationships with parents of young children.
- Ability to accept supervision, make personal performance improvements as appropriate.
- Ability to work flexible hours (some evenings and weekends with an average of one weekend day per month) and occasional overnight travel for training.
- Experience using Microsoft Office and Outlook preferred.
- Proven ability to build, and/or history of, strong involvement in local community organizations.
- Work with a variety of data using standardized methods and job-related equipment including the ability to enter and track client's data.
- Flexibility is required to independently work with others in a wide variety of circumstances.
- Perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
- Independent problem solving is required to analyze issues and create action plans.
- Satisfactory perform the functions of the job including pregnancy and infant development stages; parenting methods; community resources; age-appropriate activities; concepts of grammar and punctuation; business telephone etiquette; and safety practices and procedures.
- Ability to utilize pertinent software applications; applying assessment instruments; operating standard office equipment; performing standard bookkeeping; and preparing and maintaining accurate records.
- Must be detail oriented and possess strong organizational skills; communicating with persons with varied cultural and educational backgrounds; establishing and maintaining constructive relationships; maintaining confidentiality; adapting to changing work priorities; working as part of a team; and setting priorities.

### **Certificates, Licenses, Registrations, and Related Requirements:**

- 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.
- 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 no criminal or child abuse history as determined by a criminal history and child abuse screening. ***Newly hired employees will not be permitted to begin employment until ALL clearances and background checks are received and reviewed by a member of our HR team.***

### **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. The individual who holds this position will regularly work in a home environment that is noisy and active. 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 daily.

*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 nor the company may terminate your employment at any time, for any reason.*