

Family Resource Center Job Description

Job Title: PARENT EDUCATOR
Department: Program Services
Reports To: Program Supervisor
FLSA Status: Non Exempt
Grade Level: 04
Prepared By: Human Resources
Prepared Date: August 2023
Hourly range: \$18.75 to \$23.50

Family Resource Center (FRC) employee responsibilities include becoming familiar with all programs operated by FRC.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Demonstrate the ability to work independently. Be able to work in homes to administer Parents As Teachers (PAT) curriculum to parents/caregivers of children participating on the program. Responsible to follow home visitation program curriculum (PAT), program scope of work requirements and all other written program requirements.

Exhibit sensitivity to parent/family/community needs by providing supportive services and helping families through parent education, effective child-parent interaction techniques to promote healthy development of children, and early literacy support. Must maintain knowledge of available community resources.

Demonstrate the ability to function as a team member. Work team includes PAT peers and may involve public and/or private agency representatives and FRRC department staff.

Provide comprehensive screenings and referrals for families. In assessing family needs, provide developmentally appropriate information and analyze information provided by parents. Develop appropriate strategies and support to parents/families and the staff working with them. Strategies may include working closely with other programs to provide referrals for additional services.

Plan, coordinate and conduct appropriate group/community meetings, parent groups, workshops and meetings to coordinate program services.

Conduct outreach throughout San Joaquin County to provide community/parent resources and increase program participation.

Collect data and provide information for statistical and evaluation purposes. Update databases and submit reports.

Work out of locations as assigned which may be different from the FRRC main office.

Work non-traditional hours and flexible work schedules as necessary to meet client/agency needs.

Attend all program meetings and trainings as assigned. May include other community based organization meetings.

Participate in the training process to receive certification in program curriculum and annually meet the requirements to maintain certification.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PARENT EDUCATOR

Proficient written and verbal English language communication skills.

Ability to work with a culturally and economically diverse population.

Strong organizational skills and attention to detail.

Good office/computer skills and knowledge of Microsoft Excel and Word.

Strong analytical skills with an emphasis on problem identification and resolution in developmental or family system context.

Demonstrate active listening skills.

Knowledge of community programs and resources available in San Joaquin County.

Experience and interest in working with children and families

As a condition of employment and prior to starting work, the candidate is required to do the following: pass the Trustline fingerprinting and background check; pass TB and Hepatitis clearance screening and pass a pre-employment physical.

Automobile and proof of current full coverage automobile insurance required.

Bilingual preferable but not required.

EDUCATION and/or EXPERIENCE

A.A. degree in related area preferred, plus 1 years of experience working in a related field. An equivalent combination of education or experience may be substituted.

Familiarity educating parents, children and families with an in-home education experience preferred.

Experience coordinating, planning and conducting meetings and workshops.

Experience working with diverse populations.

ATTENDANCE IS AN ESSENTIAL FUNCTION OF THIS JOB.

Our programs are on a yearly contract basis.

APPROVAL SIGNATURES:

Director: _____ Date: _____

Chief Operations Officer: _____ Date: _____

Human Resources: _____ Date: _____