



# Parent Educator

## Job Description

**Purpose:** Parent Educator for Home Visiting program. 21 hours a week in Delta County. Visits families in their home and provides personal instruction, demonstration of appropriate educational activities, delivers research-based curriculum and curriculum materials to parents regarding child development and related issues. Conducts childhood developmental and social and emotional screenings.

**Responsible to:** Great Start Home Visiting Program Supervisor

**Date:** Posted February 24, 2017

### Qualifications:

1. Bachelor's degree required. Background in Early Childhood, Human Services, or Social Sciences preferred. An Associate's degree in Early Childhood Education or related field with experience may be considered. Experience as a parent educator preferred. Two years supervised experience working with young children and parents.
2. Demonstrated ability to work with adults and their young children in an educational setting, preferably in an agency or school setting or through participating in home visits.
3. Experience doing home visits with diverse families preferred.

### Essential Functions:

1. Provide professional parent instruction and delivery of information to families implementing the curriculum provided by Parents as Teachers (PAT).
2. Coordinate services with other community programs with similar purpose.
3. Support and enhance the existing PAT program
4. Represent PAT at various community events supporting families and/or young children.
5. Support the concept of early learning as critical to school readiness.
6. Support the philosophy and mission of Parents as Teachers as well as Great Start.
7. Support the frame work of Strengthening Families (promoting protective factors in the lives of families).
8. Ability to enter data into a web based data system with accuracy.
9. Ability to keep files and timelines organized.
10. Flexibility in scheduling (should be able to work some weekends and evenings).

### Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting and standing.
2. Occasional stooping, bending, lifting and reaching.
3. Requires some travel. Must have reliable car, driver's license, and insurance.
4. Must be able to work in noisy and crowded environments.

5. Must be comfortable visiting families with diverse backgrounds in their homes and delivering educational services in a non judgmental manner.

### **General Responsibilities**

1. Implement the curriculum provided by Parents as Teacher's.
2. Serve families through home visits including a minimum of 2 face-to-face contacts per month with each parent/family group involved in the program:
  - a. A minimum of 24 home visits per year per family.
  - b. Participate in planning and attending a minimum of 12 group meetings per year.
3. Coordinate services with other community programs with similar purposes; make recommendations for further screenings, evaluations, etc.
4. Support and enhance play groups, parent group meetings, parent-child fieldtrips, community events involving PAT (health fairs, speaking engagements, etc.)
5. Complete and submit all required program evaluations as well as financial and data reports requested by program supervisor.
6. Complete all required documentation regarding home visits, attendance records for PAT events, screening summaries and other reports requested by program supervisor.
7. Support and enhance maintenance of PAT parent resources.
8. Assist in distributing and evaluating results of annual parent satisfaction survey and other evaluation measures. Participate in Continuous Quality Improvement.
9. Actively recruit families to participate in the program.
10. Travel out of town for 5-day PAT certification training.
11. Attend required follow-up in-service trainings including several out of town conferences per year.
12. Create and maintain inventory of program supplies.
13. Attend training and become qualified to administer developmental screenings.
14. Perform other duties and responsibilities as determined by immediate supervisor or as needs arise.
15. Parent educators are mandated reporters and therefore must abide by laws governing mandated reporters.
16. Actively participate in ongoing reflective supervision as directed by the program supervisor.

**Send cover letter and resume by Friday, March 10 to:**

Tara Weaver, Director  
Delta-Schoolcraft Great Start Collaborative  
2525 3rd Avenue South Escanaba, MI 49829