Family Resource and Referral Center
Job Description

Job Title: PARENT EDUCATOR
Department: Community and Child Development
Reports To: Program Supervisor
FLSA Status: Non Exempt
Grade Level: 03
Prepared By: Human Resources
Prepared Date: January 2019

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

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

Demonstrate the ability to work independently. Follow program curriculum, and work out of locations as assigned which may be different from the FRRC main office.

Demonstrate 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.

Empower families seeking services by demonstrating knowledge of available community resources and showing sensitivity to parent/family and their community needs.

Provide comprehensive screenings and referrals, as needed, to all families participating in the Family Work Opportunity and Responsibility to Kids (FamilyWORKs) program.

Work closely with the Help Me Grow staff to provide comprehensive developmental and mental health screenings using the Ages and Stages Questionnaire (ASQ) system for newly enrolled children.

Plan, coordinate and conduct appropriate group and community meetings and workshops.

Analyze information provided by parents and develop appropriate strategies.

Able to work in homes to administer Parents As Teachers (PAT) curriculum to parents/caregivers of children ages 0 to 60 months and helping families to understand and teach their children to develop literacy.

Collect data and provide information for statistical and evaluation purposes.

Able to work some non-traditional hours.

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.

Proficient written and verbal English language communication skills.
Ability to work with a culturally and economically diverse population.

Basic computer skills to include word processing.

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

Demonstrate active listening skills.

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**

Minimum AA degree, BA preferred with course work from early childhood education/development. Course work from elementary education, home economics, nursing, social work, counseling or related field. Two years experience in child development/parent education may be substituted for educational requirements.

Experience educating parents, children and families with 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:**

Department Manager: ___________________________ Date:____________________

Executive Director: _____________________________ Date: ____________________

Human Resources: _______________________________ Date: ____________________