



### Position Description

Title: Parent-Child Educator		
FLSA Class: Non-Exempt	EEO Category: Professional	WC Class: 8861
Job Title #1005200	Salary Grade:	Licensure Required: Yes
Date Approved: October 10, 2017	Job Class: HCBS	
Revision Date:	Job Class: Home and Community Based Services	
Revision:	Purchasing Authority: 0	

#### Purpose of Position

Provides support services to families that are affiliated using various social work and educational methods, including individual, and/or group family support, and crisis intervention. This position is responsible for developing trusting, nurturing and supportive relationships with families over a long term intervention. Provide strength-based, child focused, family centered service based on the Strengthening Families Protective Factors Framework. The parent and child educator reports to a supervisor.

#### Major Duties (\*Essential Element)

- Facilitates various group and individual parent education classes, parenting classes i.e. Parent Child Together Classes, court mandated, and other required events and meetings\*
- Conducts education programs both on site, in the community, or in a family's home
- Enrolls clients and assesses emotional and social needs of families
- Support parents and help them to get their children off to a healthy start through ongoing assessment, education and support\*
- Provides necessary referrals to outside agencies for assistance in completing goals set by families
- Position may include home visitation duties using Healthy Families America Model and DHSS contract responsibilities
- Engage families through a strength based approach that encourages the client to see their own strengths and make self-directed efforts at change

- Establish awareness in the community regarding the program and work to ensure families in need have information about how to access services\*
- Maintains files according to Great Circle requirements
- Participates in staff meetings
- Utilizes a computer in preparing professional written reports and summaries for various agencies within the established time frame
- May transport residents or clients on the job
- Capable of functioning independently, practicing good judgment and discretion in decision making and promote positive parenting and child development while reducing the risk of child maltreatment\*
- Demonstrated willingness to work a non-structured flexible schedule which may include evenings and weekends
- Performs all other duties assigned for the betterment of the organization

### Working Conditions

Working in a trauma informed office or home environment. Lighting and temperature adequate. May be exposed to noise and crisis-related behavior from clients.

### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to hear, see, talk, and sit or stand at a personal computer for a reasonable length of time typing and reading. Using hands to handle or feel, climb, balance, stoop, kneel, or crawl is occasionally needed. Frequently lifting 25 pounds and occasionally lift 26 – 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Budget Responsibility

None

### Supervisory Responsibility

None

### Qualifications

Strong customer service focus, excellent time management, oral and written communication skills. Independent judgment is required to plan, prioritize and organize a diversified workload with attention to detail. Proficient in Word and email applications. Must be able to work productively and respectfully with individuals and families from diverse cultural backgrounds.

### Required Education and Experience

- Bachelor's degree in a human service area, family development or related area
- Minimum of two years' experience working with children and families and demonstrate knowledge of child development practice

- Possess a current, valid Class E driver's license and meet the organizations requirements for insurance.

Preferred Education and Experience

- Working with children
- Working in a trauma informed environment
- Knowledge of trauma and its impacts on healthy development

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_