

# **JOB DESCRIPTION**

## **Parenting+ Parent Educator**

### **Job Description:**

The Parent Educator will provide home visitation services aimed at preventing child abuse and neglect for an "at risk" population of parents who are residents of Chambers County, AL. Parents participating in the program may be self referred or referred by one of a number of community partner agencies, however this position is primarily designed to serve families working with DHR and thus Chambers County DHR will be the primary referral source. An established curriculum (Your Journey Together) will be the primary basis of service delivery. The Parent Educator must demonstrate willingness and ability to attend certification training in required curriculum.

### **Qualifications:**

1. Graduation from college, with four year degree in Social Work, Nursing or Early Education, Associate Degree in Nursing and licensure as Registered Nurse, or experience.
2. Ability to read, write and speak English; able to help families develop case goals and plans, (Spanish speaking a plus)
3. Ability to teach, nurture and empower program participants
4. Ability to work independently but with strong teamwork commitment.
5. Ability to use computer for documentation and reporting.
6. Endorsement and support for Family Preservation goals and philosophy.
7. Good interpersonal, communication and organizational skills.
8. High ethical standards.
9. No criminal record or history of founded child or adult abuse/neglect.
10. Valid driver's license, reliable vehicle and car insurance
11. Ability to enter homes to provide home visitation services, including getting self up and down off of floor to play with children.
12. Ability to lift and carry up to 25 lbs.

### **Responsibilities:**

1. Schedule, conduct and document regular home visitation sessions with participating parents and their children to deliver a curriculum designed to teach basic parenting skills and child development as well as identify and provide needed life skills household care skills.
2. Provide classroom instruction and community education related to program.
3. Promote community awareness of programs through presentations to community, church, civic and school groups and through use of local media.
4. Collaborate with community partner agencies, especially DHR, to access services for participating families.
5. Complete required paperwork, documentation and grant reports for program.
6. Attend any required meetings planned by grant giving agencies and the Circle of Care.
7. Coordinate activities of volunteers who may be available to provide services for the program preparation
8. Evaluate program effectiveness.

No provision is made for payment of accumulated leave upon separation from employment with the Center.

Salary range is \$30,000-\$35,000 per year.

## **Job Tasks and Responsibilities Parent Educator**

1. Demonstrates commitment to philosophy of Family Preservation/Support
  - Treats families with respect and fairness, regardless of their circumstances.
  - Understands and abides by confidentiality policies of the Center.
  - Practices cultural sensitivity in contacts with families.
  - Engages with families in positive, constructive helping relationships.
  - Treats family members as partners in the helping process.
  - Believes people can change.
  - Is committed to helping children and parents remain together safely.
  - Nurtures families appropriately.
  - Seeks ways to promote independence and self-reliance in family members.
  - Collaborates closely with community partners, especially the county DHR.
  - Upholds high ethical standards in every area of responsibility.
2. Demonstrates commitment to child abuse/neglect prevention
  - Models the belief that most parents want to provide care of their children, free of abuse and neglect
  - Models the belief that parents, given education, support and sufficient resources can learn to provide responsible, positive care for their children.
  - Reports to proper authorities, as required by law, any incident of suspected/known child abuse/ neglect/exploitation.
3. Provides services to families through the Parenting+ Program.
  - Demonstrates an understanding of the role of the Parent Educator in partnership with other community service providers through relationships with providers such as Department of Human Resources, EAMC-Lanier, East Alabama Mental Health, local schools and other providers; shares visitation responsibility with other Parent Educator(s) on staff as needed.
  - Coordinates contacts with DHR and other service providers with appropriate staff and provides feedback as needed.
  - Establishes and maintains contacts with parents receiving services to ensure they receive services as needed.
  - Enrolls and schedules parents for home visitation services.
  - Provides services to the parents in their homes.
  - Works with community service providers to promote awareness of and access to the Program.
4. Utilizes Your Journey Together (YJT) Curriculum to teach/guide parents
  - Required trainings
  - Implements YJT curriculum with referred parents and parents who request home visitation and provides monthly home visitation services.
  - Supplements YJT curriculum, as appropriate, with supplemental life skills training according to identified needs

- Schedules and provides programs in local schools and churches to teach parenting skills and to emphasize parenting responsibilities.
  - Maintains, organizes and secures supplies, equipment, and materials used for program and service delivery.
  - Evaluates program content, delivery and impact for effectiveness and recommends changes as needed.
  - Provides written reports and documents as requested by supervisor to assist with grant writing or updates.
5. Uses case management practices for documentation, recording and reporting
- Plans work to ensure that home visits with families are completed in a timely manner.
  - Completes day sheets daily to document contacts.
  - Records family and collateral contacts in case narratives so that all narratives are current within one week.
  - Completes data entry to reflect contacts, updates, changes by month's end for families receiving contacts during month.
  - Accurately and in timely manner completes travel forms, monthly service sheets, leave forms, etc.
  - Completes disbursement authorizations promptly, correctly, with required approvals and within budget guidelines, so as to ensure accurate and timely payment of bills.
  - Develops case plans with families that are strengths based and reflect appropriate input from families regarding their needs; updates case plans/re-evaluates goals as indicated by case planning-guidelines.
  - Maintains case records that have required forms, releases, documentation with appropriate signatures, dates and copies.
  - Demonstrates respect for confidentiality and releases information only according to agency policies.
  - Seeks/ uses opportunities for personal/professional growth and development
  - Identifies personal training needs to supervisor/director.
  - Attends training as opportunities are made available.
  - Practices appropriate skills, techniques and methods learned in training and workshops.
5. Promotes Center's mission and programs to agencies, individuals, and the community
- Provides outreach contact by attending/participating in meetings, events and programs that offer opportunities to present the Center's programs.
  - Models partnership philosophy with other agencies, individuals and community.
  - Engages in positive public awareness efforts related to Center's services, Special Deliveries, PAT programs and program's funding sources.