



Job Description
Parent Educator
Home Visiting Program

Reports to: Parents as Teachers Program Supervisor

Position Summary: The Parent Educator will provide personal visits to parents with a child prenatal to 3 years of age, occasionally extending visits until the child enrolls in preschool. The Parent Educator will implement the Parents as Teachers (PAT) home visiting model which emphasizes parent-child interaction, development-centered parenting, and family well-being at each visit. Utilizing the PAT Foundational Curriculum in culturally sensitive ways, the Parent Educator partners, facilitates, and reflects with families. Successful completion of PAT Foundational Training and Model Implementation Training is required before delivering PAT services, which will take place during the onboarding process.

Essential Duties and Responsibilities:

- ___ Become a certified Parent Educator and continue to participate in additional trainings to support responsibilities.
- ___ Facilitate group activities and parenting classes on a rotating basis with team members.
- ___ Available to work flexible hours, daytime and early evenings; occasional Saturdays if a community or fundraising event is planned.
- ___ Schedule home visits in collaboration with the needs of enrolled families.
- ___ Keep up-to-date records and submit reports as required.
- ___ Be aware of and make referrals to community resources needed.
- ___ Must be able to adapt to variable home and virtual environments and provide a calming, productive, learning atmosphere during home visits.
- ___ Confident in using online virtual platforms as an option for home visits when needed.

Other Duties and Responsibilities

- ___ Attend meetings in the community with program partners as requested by PAT Supervisor.
- ___ Attend all staff meetings, trainings and group meetings as requested by Executive Director and PAT Supervisor.
- ___ Assist with marketing and recruitment of families and participants.
- ___ Perform other duties as assigned.

Qualifications

Education and/or experience:

- ___ Associate's degree in early childhood education, social work, family systems or related field is required, Bachelor's degree preferred. Previous experience working with young children and/or parents is highly valued.
- ___ Bi-lingual (Spanish) skills and experiences highly valued, or experience working with an interpreter/interpretation service.
- ___ Experience with participating in, or creating, community collaboration.
- ___ Access to reliable and insured vehicle and ability to travel for visits within Sheboygan County. Must hold a valid WI driver's license and carry full insurance coverage.
- ___ Must submit to a criminal background check, drug test and Tb test.

Knowledge, Skills and Abilities:

- ___ Knowledge of early child growth/development, parent-child relationships, positive child guidance, and developmentally appropriate practices
- ___ Strong written and oral communication skills; able to communicate effectively with individuals and groups; strong interpersonal skills (e.g., nonjudgmental, objective, reflective, empathic, patient, tactful).
- ___ Commitment to concept of primary prevention and strength-based program philosophy
- ___ Ability to establish rapport with families and empower them by building on their strengths.
- ___ Strong organizational and record keeping skills.
- ___ Ability to work independently and be self-motivated, and be a strong team member.
- ___ Strong computer skills including web browsing, e-mail, internet, virtual platforms, and MS Office.
- ___ Knowledge of community resources available to Sheboygan County families.
- ___ Ability to work effectively with people from diverse backgrounds
- ___ Ensure that family confidentiality is maintained in every delivery modality

Physical Demands

Must be able to lift up to 25 pounds, navigate stairs, and model floor play with children during home visits

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions within ADA guidelines.