



## **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.

### **Benefits**

- Flexible schedule
- 15 days of vacation, pro-rated first year, available after probationary period
- Matching 403(b) up to 3%
- Health Reimbursement Account, employer funded to support medical expenses
- Paid Parental Leave

### **To Apply:**

Send cover letter and resume to [cfrank@frc-sc.org](mailto:cfrank@frc-sc.org).