

Berkeley County First Steps Parent Educator Position

Job Description:

A certified parent educator implements the PAT model, emphasizing parent-child interaction, development centered parenting, and family well-being in their work with families. This program is designed to help all parents give their children the best possible start in life. Utilizing the PAT Foundational Curriculum in culturally sensitive ways, the parent educator partners facilitate and reflect with families. Parents as Teachers provide parents with information on child development, prenatal through kindergarten entry, and involves parents in learning activities with their children that encourage language and intellectual growth and physical and social-emotional skills. Parent Educators providing services through our Connected Families program will maintain a caseload of 18 families.

Job Responsibilities:

- Obtain competency-based professional development and renew parent educator certification annually.
- Participate in continuous quality improvement.
- Participates in at least two hours of reflective supervision monthly and at least two hours of staff meetings monthly.
- Plan, provide, and personal document visits focused on parent-child interaction, development-centered parenting, and family well-being.
- Educates parents about critical parent issues, including positive parenting practices and steps to assure school readiness.
- Works with small groups of parents and children to reinforce parenting skills.
- Connect families to resources that help them reach their goals, address their needs, help parents and children transition to other services as needed, preschool or kindergarten.
- Alerts the supervisor to any problems or information about individual families.
- Complete at least an initial and annual developmental screening and health review for each enrolled child.
- Complete an initial and annual family-centered assessment with each family.
- Develop, monitor, and review goals with each family.
- Assists with data collection to ensure outcome-based services are provided.
- Organize and inventory supplies, materials, etc.
- Maintain and submit in a timely way all required family and program documentation.
- Establishes a positive rapport with families and maintains confidentiality.
- Engage in recruitment activities (as applicable)
- Assists with parenting seminars, workshops, and group meetings.
- Assists in coordinating interagency assistance efforts for parents and children as needed.
- Provide group connections/socialization to allow families to build social relationships with each other, engage in parent-child interaction activities, and increase their knowledge of ways to support children's development.
- Keep complete, up-to-date, and accurate records as required. Use the Foundational Curriculum to share research-based information with families.
- Performs any other responsibilities or duties as they relate to the program.

- Consult with Supervisor for assistance to identified problems.

Qualifications:

- Minimum requirement: Associate degree and three years' experience or bachelor's degree in early childhood education, social work, health, psychology, or a related field.
- Bilingual is a plus
- DSS experience a plus but not required
- Supervised experience and the ability to work with children, individual families, or small groups.
- Strong communication and interpersonal skills (e.g., nonjudgmental, objective, reflective, empathetic, patient, tactful) to work effectively with others.
- Certified in Foundational Training and Model Implementation Training before delivering PAT Services.
- Effective written and oral communication
- 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 (often in the field).
- Computer skills including web browsing, e-mail, internet, and word processing.

Job Relationships:

The Parent Educator is supervised by and reports to the Executive Director of the Berkeley County First Steps Partnership Board. The Executive Director has final input into all work-related matters of all Berkeley County First Steps employees. In addition, the parent educator will work in tandem with the BCSD PAT program and OFS Parenting team to coordinate services and outcomes reporting as outlined in the Memorandum of Agreement.

Terms and Termination: The Partnership is an “*AT-Will*” employer. That means that you and the Partnership have the right to terminate the employment relationship at any time, with or without advance notice and with or without cause. Employees also may be demoted or disciplined, and the terms of their employment may be altered at any time, with or without cause, at the discretion of the Partnership.

It would help if you also established your identity and authorization to work as required by the Immigration Reform and Control Act of 1986 (IRCA).

Evaluation of Performance: This position has a six-month probationary period, with a performance evaluation due at that time. Annually, the Parent Educator position will be evaluated. The assessment will include a comprehensive look at all job duties and responsibilities.

Confidential Information: During the term of this Agreement and the course of performance of this contract, the Employee may receive and otherwise be exposed to personal information relating to the Company's business. Employee will not reveal any of the Company's confidential information.

Physical Abilities and Requirements: The Employee must have the ability physically to perform the job responsibilities.

Other Requirements: The Employee must provide a valid copy of their driver's license, a copy of their social security card, and a copy of proof of liability car insurance.