



FIRST STEP FAMILY SUPPORT CENTER

323 EAST 6TH STREET • PO Box 249, PORT ANGELES, WA 98362 • (360) 457-8355

Parent Educator/ Parents as Teacher Job Description

\$16 / per hour with benefits, Part Time – 20 hours a week

Purpose: The Parent Educator is responsible for delivering all components of the Parents as Teachers (PAT) model using the PAT *Foundational Curriculum*, implementing the Essential Requirements and Quality Assurance Guidelines with fidelity, and collecting data requested by PAT National Center and program funders.

Qualifications:

1. BA in Early Childhood Education, Human Services, or Social Sciences preferred. AA in Early Childhood Education or related field with minimum two years experience considered.
2. Experience as a parent educator preferred.
3. Demonstrated ability to work with adults and their young children in an educational setting, preferably in an agency or school setting or through participating in home visits.
4. Experience performing home visits with parents and children preferred.

Essential Functions:

1. Flexibility with respect to time and days able to work (should be able to work some weekends and evenings when client's schedules require it). Regular hours 8:30 to 5:00
2. Use the PAT *Foundational Curriculum* and resources to plan and deliver home visiting services to qualifying families (including Foundational Plans, Planning Guide, and all required forms to document family information and data).
3. Maintain a caseload of families, conducting personal visits (50-60 minutes in length) with each enrolled family on a bi-weekly basis, and complete a range of screenings for each enrolled family.
4. Adequately prepare for all personal visits, which include reading appropriate parent educator resources, printing relevant handouts and gathering materials for parent-child activities.
5. Clearly document details of each visit, assessments, screenings, referrals to resources, etc. and enter into data system.
6. Work with PAT team to plan and provide monthly parent group connections gatherings for PAT.
7. Assist in developing and maintaining a current community resource guide that includes all necessary information to link families to identified supports and services.
8. Maintain and submit in a timely way all required child, family and program documentation.
9. Meet with supervisor a minimum of twice monthly for reflective supervision sessions.
10. Meet with supervisor as necessary to discuss procedures, protocol and other administrative processes to ensure quality record keeping, data entry and quality provision of services to families.
11. Participate in the PAT program's staff meetings, First Step staff meetings and participate in continuous quality improvement (CQI).

12. Help parents and children transition to other services as needed, such as preschool or kindergarten. This includes developing transition plans.
13. Complete annual required competency-based professional development hours to remain certified as a Parents as Teachers parent educator.
14. Attend other trainings and meetings as required by First Step.
15. Represent First Step Parents as Teachers at various community events that support families and/or young children when assigned by supervisor.
16. Support the philosophy and mission of First Step Family Support Center.

Additional Requirements

1. This program will require the parent educator to attend a week long training that is out of town. This will include flying or driving to the training site.
2. Passion for job, upbeat, enthusiastic, team player.
3. Program requires prolonged sitting and standing, including sitting on the floor at client's homes at times.
4. Occasional stooping, bending, lifting and reaching. Employee must be able to lift and transport up to 25 pounds.
5. Employee must be able to climb stairs as part of their regular work as a home visitor.
6. Employee must have reliable car, driver's license and current insurance.
7. Employee must be able to work in noisy and crowded environments.
8. Employee must be comfortable visiting low income families in their homes and must be comfortable with delivering educational services in a non-judgmental/strengths based manner.
9. Employee must be well organized and be able to keep up with complicated timelines for screenings and reporting.

General Responsibilities

1. Coordinate services with other community programs
2. Make referrals for further screenings, assessments and evaluations.
3. Participate in actively recruiting families to participate in the PAT program.
4. Parent educators are mandated reporters and therefore must abide by laws governing mandated reporters.

Send cover letter and resume to employment_fstep@olypen.com

DISCLAIMER: While the goal of all First Step Family Support Center job descriptions is to provide an accurate and detailed summary of the duties and responsibilities of the position, other duties may be required of all First Step personnel.

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