

# Bilingual Parent Educator

ENGLISH/SPANISH SPEAKING

JOB DESCRIPTION



## **GENERAL OVERVIEW**

The mission of Family Resource Center St. Croix Valley (FCSCV) is to strengthen children, families, and communities by providing education, resources, and support. FCSCV serves families with children prenatal-kindergarten entry in Pierce, Polk and St. Croix Counties. Programs include home visiting, parent-child group connections, and a resource referral network. FCSCV implements the National Family Support Network, Standards of Quality for family strengthening and support; family centeredness, family strengthening, diversity, equity and inclusion, community strengthening and evaluation.

FCSCV would like to develop deeper relationships and connections with the vibrant, growing Hispanic communities in Pierce, Polk and St. Croix Counties. We are looking for a bilingual Parent Educator to work with the Spanish-speaking population. This role involves establishing trusting relationships with families with young children working together to strengthen parent-child relationships, improve parental skills, creating connected, confident, empowered families.

FCSCV programs include the evidence-based Parents as Teachers (PAT) Home Visiting model, and other evidence-based and evidence-informed programs that emphasize parent-child interaction, development-centered parenting, and family well-being. Programs are delivered in culturally sensitive, strength-based ways.

Parent Educators work with caregivers to strengthen parent-child relationships and improve parental skills, creating connected, confident, empowered families. The Parent Educator is responsible for assisting program participants in establishing goals and a plan for accomplishment of those goals, as well as the assessment of the normal growth and development of the child.

## **KEY RESPONSIBILITIES**

### **Home Visiting:**

- Plan, provide and document personal visits focused on parent-child interaction, development-centered parenting, and family well-being.
- Deliver parent-child interaction activities and increase knowledge of ways to support children.
- Develop, monitor, and review goals with each family.
- Follow-up on referrals to home visiting and program activities.
- Connect families with resources that help to reach goals and address needs.
- Help parents and children transition to other services as needed.
- Conduct Positive Parenting Program (Triple P) one-on-one primary care visits.

### **Outreach:**

- Engage in outreach and recruitment activities (as applicable).
- Serve as an FCSCV representative on various community committees, as assigned.

### **Parent-Child Connections:**

- Conduct 'Welcome Baby' hospital visits (in-person/virtual) providing resources, answering questions, including assessing family's needs.
- Plan and facilitate a variety of parent and parent-child classes, workshops, and activities. Examples of programs include (but are not limited to) Triple P seminars, informed workshops, and discussion groups, Baby & Me, Play & Learn and Parent Café programs.
- Facilitate group connections to give families an opportunity to build social connections.

- Assist with set-up and cleaning duties associated with the facility and programming.

#### **Assessments and Documentation:**

- Maintain and submit all required family assessments and program documentation in a timely manner
- Conduct required assessments and screenings of evidence-based programming.
- Keep the required records accurately, maintain appropriate documentation of direct services provided and complete monthly reports in a timely manner.

#### **Other:**

- Participate in at least two hours of reflective supervision monthly and two or more hours of staff meetings monthly.
- Renew parent educator certification as required.
- Participate in continuous quality improvement.
- Availability to work some evenings and weekends as needed.
- Comply with mandated reporting policies and procedures.
- Assist in monitoring program effectiveness and on-going program evaluation.
- Contribute information to the FRCSCV Family Matters newsletter.
- Ability to lift and carry a minimum of 50 pounds.
- Participate in other FRCSCV functions and programs as needed.

#### **QUALIFICATIONS & SKILLS:**

- Bachelor's or four-year degree in early childhood education, social work, family studies, (or other relevant degree) required. Supervised experience working with young children and/or parents is preferred. Exceptions to this requirement may be considered for candidates who demonstrate an extraordinary combination of family focused qualifications, experience, and education.
- Bilingual English/Spanish abilities are required.
- Strong communication and interpersonal skills, and possessing key characteristics (empathetic, conscientious, accepting, ethical).
- A commitment to diversity, equity, inclusion, and accessibility.
- Ability to establish rapport with families and empower them by building on their strengths.
- Strong organizational and record keeping skills.
- The parent educator must complete the Parents as Teachers Foundational and Model Implementation Trainings before delivering PAT services. (FRCSCV will provide training)
- Ability to work independently and be self-motivated.
- Computer skills; including e-mail, internet, and word-processing.

**Start Date:** Immediate

**To Apply:** Please email your resume and cover letter to [info@frcscv.org](mailto:info@frcscv.org) with **Bilingual Parent Educator** in the subject line. Materials will be reviewed as they are received. Applicants are encouraged to submit materials as soon as possible.

FRCSCV is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.