

GENERAL OVERVIEW

The parent educator is responsible for conducting parent education classes/workshops, parent child activities including but not limited to playgroups, initiating and maintaining regular contact/support with families including home visitation and participating in other special parent support activities.

Educational programs and home visits should be family-centered, strength-based, and directed at establishing a trusting relationship; assisting in strengthening the parent-child relationship; assisting parents in improving their skills to optimize the home environment; improving the family support system; and increasing the family's ability to problem solve and assume the role of advocate for themselves and their children.

The activities may also include identifying and making referrals to appropriate agencies. 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

Programming:

- Conduct Home Visits with enrolled families using the Parents as Teachers curriculum.
- Facilitate/teach parent education classes/workshops and activities. Manage child classrooms and teach according to the Wisconsin early childhood standards.
- Provide hospital visits/promoting FRC including assessing family's needs.
- Deliver programs relevant to the needs of all potential participants and ensure equal access to programs and facilities without regard to age, creed, color, sex, sexual orientation, disability, national origin, ancestry, marital status, arrest record or non-program related conviction record.
- Approach families from a family-centered service model.
- Relate to families from a strength-based model even in an apparently chaotic family environment.
- Advocate for nurturing, nonviolent discipline of children.
- Provide information, referrals and support to parents in various settings: telephone calls, personal visits, center drop-in education classes etc.
- Establish and maintain personal/programmatic boundaries, while providing supportive services.
- Participate in other Family Resource functions and programs.

Planning:

- Facilitate and plan on-going parent support/discussion groups.
- Select, develop and prepare appropriate instructional materials for variety of opportunities determined by staff using Wisconsin early learning standards.
- Work collaboratively with other community organizations to provide parent education/support opportunities.
- Continue professional growth through an ongoing program of workshops, seminars, conferences and/or advanced course work as assigned.

Reporting:

- Comply with mandated reporting policy.
- Follow-up on referrals to program activities.
- Maintain and punctually submit accurate records and reports.

Parent Educator

JOB DESCRIPTION



- Assist executive director and parent educator/program coordinator in monitoring program effectiveness and on-going program evaluation.

Support Services:

- Provide outreach to families in Pierce, Polk & St. Croix Counties.
- Assist with marketing of programs and the recruitment of families to participate in programs.
- Keep required records accurately, maintain appropriate documentation of direct services provided and complete monthly reports in a timely manner.
- Promote community awareness of programs.
- Serve as a representative on various community committees, as assigned.
- Contribute information to the newsletter.
- Assist with building and maintaining the Resource Library.
- Assist with decorating and visual enhancements including maintaining a professional workspace.
- Assist with cleaning duties associated with the facility and programming.

QUALIFICATIONS & SKILLS:

- Previous experience and interest in families and parent education.
- Knowledge of normal child growth/development and parent-child relationships.
- Group leadership and/or formal teaching experience preferred.
- Human service-related degree required - experience preferred.
- Ability to work in a team environment.
- Ability to organize, prioritize, and work independently.
- Strong oral and written communication skills.
- Desire to learn and ability to relate information in an interesting way.
- Empathy for families with diverse backgrounds.
- Knowledge of community and existing community services and resources.
- Strong interpersonal skills.
- Reliable transportation, valid driver's license and car insurance to meet essential job functions.
- Available to work some evenings and weekends as needed.
- Ability to lift and carry a minimum of 50 pounds.
- All other responsibilities as assigned by the parent educator/program coordinator and executive director.