

POSITION: Parents as Teachers (PAT) Parent Educator

REPORTS TO: Project HOPES Program Supervisor

PURPOSE: The Parents as Teacher (PAT) Parent Educator contributes to the achievement of United Way of El Paso County's (UWEPC) mission, vision, and Education Community Impact goals by addressing a key strategy: family home visitation programs. The PAT Parent Educator's responsibility is to successfully deliver the Parents as Teachers program, an evidence-based early childhood home visitation framework that builds strong communities, thriving families and children who are healthy, safe and ready to learn.

MAJOR DUTIES & RESPONSIBILITIES

The Parents as Teachers (PAT) Parent Educator delivers the essential PAT program functions, to include:

- Preparing for and conducting monthly or bi-monthly home visits, including home visits with reoccurring access to vulnerable populations, which will require 27 to 35 visits per month
- Partner with families to improve well-being, reflect with families regarding parenting styles and facilitate discussions and play activities to foster healthy development
- Planning and conducting group connections and family appreciation events
- Conducting screenings and assessments for parents and children
- Utilizing identified resources available to provide family support

Administrative compliance for Parents as Teachers program includes:

- Complete data entry in two electronic databases
- Maintain accurate and complete family file records
- Complete daily timesheets, staff weekly and monthly reports, monthly mileage and expense reports by set deadlines
- Participate in monthly reflective and administrative supervision sessions
- Recruit families to maintain a full caseload by conducting presentations in small or large groups
- Request donations and incentives for active participants in the PAT program

Participate in Professional Development

- Complete at least 20 hours of professional development each year to maintain Parents As Teachers credential

RELATIONSHIPS

Primary working relationship is with assigned families. The Parents as Teachers Parent Educator will focus on developing and maintaining relationships with diverse stakeholders, including host sites, educational institutions, foundations, community groups, government

agencies, non-profit agencies, neighborhood associations, and faith-based organizations. Internal relationships involve all staff within the organization.

RESULTS

Results are integral to the direction and the long and short-term success of the Parents as Teachers program.

SKILLS AND DEMONSTRATED ABILITIES

Strong leadership, verbal and written communication skills; and strong presentation and interpersonal skills.

Basic knowledge of Microsoft Office applications.

Must possess the ability to effectively and efficiently coordinate multiple projects.

Strong organizational and record keeping skills.

PERSONAL ATTRIBUTES

Works well with other people.

Works effectively in a dynamic, innovative and changing environment.

Pays attention to detail, accuracy and quality.

QUALIFICATIONS--KNOWLEDGE, EDUCATION AND EXPERIENCE

At least a four-year Bachelor's degree in Education, Health, Child Development, Sociology, or a related field is required. An equivalent combination of education, experience and skills and abilities will be considered. Bi-lingual (English/Spanish) is preferred.

The above statements are intended to describe the general nature and level of work being performed by the Parent Educator. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

Successful candidate must also embody personal attributes of honesty, integrity, professional behavior, tact, sense of urgency, and sense of humor.

Valid driver's license, insurance and vehicle required.

Must be able to pass a background check.

JOB CLASSIFICATION

Full time

Non-Exempt