Family Enrichment Center, Inc.

JOB DESCRIPTION

POSITION: In-Home Parent Educator

SUPERVISOR: Family Engagement Director

PROGRAM: Family Enrichment Center Parents As Teachers Little Learners

QUALIFICATIONS:

* Bachelor Degree in Early Childhood Development, Social Work or related field
* Prior case management preferred
* Knowledge of early childhood development/education
* Knowledge of community resources and services
* Ability to work with children, parents, the public, and a variety of professionals
* Ability to work independently
* Ability to maintain the confidentiality of records and communications
* Ability to create written reports and observations
* Proficient in Microsoft Word, Excel, Publisher

RESPONSIBILITIES:

* Maintain client spreadsheet, both accurately and timely
* Work with the Director to establish rapport with schools, community agencies, etc.
* Establish rapport with incoming and existing families to determine family needs, strengths, areas of improvement, and other areas
* Provide families with a minimum of monthly home visits
* Provide monthly feedback/reporting to Director
* Work with parents individually and/or within a group in strengthening their capacity for parenting their children and assist parents in providing relevant at-home activities
* Provide monthly home visits
* Provide group meetings/activities for parents participating in Parents as Teachers program
* Conduct Ages & Stages screenings with each child/family in the program to ensure their progress towards Kindergarten readiness
* Refer children and families for additional, necessary services
* Attend community planning meetings
* Stimulate Community Awareness and promote programs and services provided by FEC

General Principal Duties of all Programs:

* To adhere to all Family Enrichment Center policies and procedures
* To remain calm and in control in startling or difficult situations or emergencies
* To maintain and be responsible for accurate, complete, and current records for clients
* To research and maintain training on current knowledge about information available on parenting techniques and skills and on child abuse, and to make this information available to clients
* To assist the agency in the implementation of agency events (i.e., fundraisers, community fairs, workshops, etc.)
* To substitute at the childcare center when absolutely needed
* To Perform all other duties as assigned

**Attention to Detail** - the ability to see and pay attention to details; the ability to recognize the component parts of a procedure or object, and to verify the correctness or error in an individual part or procedure

**Attitude Toward Others** - maintaining a positive, open and objective attitude toward others

**Commitment to the Job** - motivation from within oneself to stay focused and committed to a task

**Emotional Control** - the ability to maintain a rational and objective demeanor when faced with stressful or emotional situations; a measure of self-composure in a difficult situation and the ability to act objectively, rather than impulsively or emotionally

**Enjoyment of the Job** - the feeling that one's job is both fulfilling and rewarding and that it has a positive and useful benefit.

**Flexibility** - the ability to readily modify, respond to, and integrate change with minimal personal resistance

**Handling Stress** - the ability to balance and defuse inner tensions and stresses; the ability to appropriately separate yourself from stressful situations and maintain your own sense of inner peace.

**I agree that by signing this the agency will be making a monetary investment in me. I understand that it is expected that I remain with the agency for a minimum of one year. I understand that by resigning before the year is complete, I may be asked to pay back a portion that has been invested in my training.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initial Date

I have read and understand the outlined job requirements. I understand the duties and responsibilities of my position. I understand that I am employed by the Family Enrichment Center, Inc. on an “at will” basis.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

 \_\_\_\_\_\_\_\_

Family Engagement Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive/Assistant Director Date