



# FIRST STEP FAMILY SUPPORT CENTER

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<b>Job Title:</b> Parent Educator
<b>Work Location:</b> Port Angeles, WA and surrounding area
<b>Program:</b> Parents as Teachers (PAT)
<b>Reports to:</b> Parents as Teachers Supervisor
<b>Position Type:</b> Full-Time
<b>Hours of Operation:</b> Mon – Fri, 8:00 am – 5:00 pm
<b>Salary:</b> \$16 per hour dependent upon experience, Paid Sick & Vacation, Medical Reimbursement of up to \$3,600 per year.

## **Position Summary**

First Step Family Support Center has an opening for a full-time Parent Educator position in Clallam County. This position is responsible for providing parent education, coaching and support to parents throughout Clallam County through home visitation, classes, and in office one to one services while utilizing the evidence-based Parents as Teachers model and curriculum. First Step Family Support Center’s mission is promoting the healthy development of children and families on the North Olympic Peninsula by building family strengths. First Step Family Support Center’s Parents as Teachers Program strives to embrace and strengthen families with children by promoting growth through education, information, referrals, and opportunities to share experiences.

**COVID:** *During the pandemic the position requires 50% of time in the office and up to 50% of time can be remote work. Visits with clients are done via phone, video, or social distancing outside. There are NO in-home visits at this time. These requirements will change once the state requirements allow. Work will then be done from the office and in-home visits will resume.*

## **Duties Include:**

1. Acts as a member of a team of seven home visitor/parent educators to provide case management services, service connection and coordination and resource linkages for high-risk new mothers and their families
2. Develops and facilitates monthly Group Connection activities designed to assist families build social connections, reduce isolation, and engage parents in healthy interactions with their children
3. Facilitates increases in parents’ knowledge about child development and skills to implement developmentally appropriate family activities

4. Makes home visits to PAT Program participants to address issues related to promoting healthy families including pregnancy, post-partum and inter-conception care and assists with daily life management for at-risk women, children and their families
5. Facilitates family engagement with developmental screenings for children that will assess hearing, vision and language skills. Facilitates screenings for intellectual, socio-emotional and motor development skills, as well as annual health visits
6. Maintains accurate and timely case files and provides data for county-wide data base
7. Work with PAT team to plan and provide monthly parent group connections gatherings for PAT.
8. Meet with supervisor a minimum of twice monthly for reflective supervision sessions.
9. 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.
10. Participate in the PAT program's staff meetings, First Step staff meetings and participate in continuous quality improvement (CQI).
11. Help parents and children transition to other services as needed, such as preschool or kindergarten. This includes developing transition plans.
12. Complete annual required competency-based professional development hours to remain certified as a Parents as Teachers parent educator.
13. Attend other trainings and meetings as required by First Step.
14. Represent First Step Parents as Teachers at various community events that support families and/or young children when assigned by supervisor.
15. Support the philosophy and mission of First Step Family Support Center.

### **Education and Work Experience Requirements**

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. At minimum a high school diploma or equivalency and two years' previous supervised experience with young children and/or parents.
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.
5. Ability to work independently and as part of a team cooperatively and cohesively with other staff members
6. Excellent oral and written communication skills, required
7. Must possess a warm, outgoing, patient, empathic interpersonal style, MUST have the ability to establish trusting relationships, MUST have the ability and desire to work with children and their families of all cultures

8. Capacity to master program's 5 core competency areas (family support and parenting education; child and family development; human diversity within family systems; health, safety and nutrition; and relationships between families and communities)
9. Open to participating in Reflective Supervision
10. MUST be abundantly energetic, tireless and passionate about working with children, families and our community

### **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@olyphen.com***

*This job description is our best approximation of the job and is subject to change.*

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