



# FIRST STEP FAMILY SUPPORT CENTER

323 EAST 6<sup>TH</sup> STREET • PO Box 249, PORT ANGELES, WA 98362 • (360) 457-8355

<b>Job Title:</b> Parent Educator
<b>Work Location:</b> Clallam County
<b>Program:</b> Parents as Teachers (PAT)
<b>Reports to:</b> Parents as Teachers Supervisor
<b>Position Type:</b> Full-Time – 35 hours per week
<b>Hours of Operation:</b> Mon – Fri, 8:00 am – 5:00 pm, hours of work are flexible.
<b>Salary and Benefits:</b> \$19.00- \$21.00 per hour to start, dependent upon experience. Paid Sick & Vacation, Medical/Dental/Vision, SIMPLE IRA, and 11 paid holidays.

## Position Summary

First Step Family Support Center has an opening for a full-time (35 hours per week), 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, both in person and virtually, using the evidence-based Parents as Teachers model and curriculum. First Step Family Support Center's mission is to promote 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.

## Duties Include:

1. Conducts biweekly home visits with families, either in person or virtually, on a caseload of 18-20 families, adhering to model fidelity standards set by Parents as Teachers National.
2. Establish and maintain ongoing relationships with families while maintaining professional boundaries and ethics.
3. Facilitates parent-child interactions and partners with families in understanding the importance of the parent-child relationship in relation to development.
4. Conducts annual developmental, social-emotional, and health screenings with families, following up with any necessary referrals if needed.
5. Works with families to assess immediate needs and connect them with community resources as needed.
6. Maintains up-to-date client files which include screenings, assessments, health, and demographic information.
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 weekly staff meetings, along with quarterly First Step All-Staff meetings.
11. Complete annual required competency-based professional development hours to remain certified as a Parents as Teachers parent educator.
12. Attend other trainings and meetings as required by First Step.
13. Represent First Step Parents as Teachers at various community events that support families when assigned by supervisor.
14. Support the philosophy and mission of First Step Family Support Center.

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

1. High school diploma or equivalency and two years' previous supervised experience with young children and/or families. First Step acknowledges the value of lived experiences and welcomes applicants of all backgrounds.
2. Experience performing home visits with parents and children preferred.
3. Ability to work independently and as part of a team cooperatively and cohesively with other staff members
4. Excellent oral and written communication skills.

### **Additional Work Requirements**

1. This program will require the parent educator to attend a two week-long virtual training.
2. Knowledge of basic computer skills including but not limited to navigating the internet, typing, and utilizing virtual meeting programs.
3. Program requires prolonged sitting and standing, including sitting on the floor at client's homes.
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 a reliable car, driver's license, and current insurance. Agency cars are available for use for performing work duties.
7. Employee must be comfortable visiting families in their homes and delivering educational services in a non-judgmental/strengths-based manner.
8. Employee must be well organized and be able to keep up with various timelines for screenings and reporting.
9. Employee must participate in actively recruiting families to participate in the PAT program.
10. Parent educators are mandated reporters and therefore must abide by laws governing mandated reporters.

**Send a cover letter and resume to [employment@firststepfamilysupport.org](mailto:employment@firststepfamilysupport.org) .**

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

*We are committed to creating and sustaining an inclusive culture that promotes and values diversity, reflects the diversity of the communities we serve, and where everyone feels empowered to bring their authentic selves to work every day. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender expression or identity, national origin, age, disability, genetics, ancestry, ethnicity, marital status, veterans' status, citizenship status, or membership in any other group protected by federal, state, and local law. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants, people with disabilities, members of the LGBTQ+ community, veterans, and individuals with diverse cultural backgrounds and language abilities. In addition to federal law requirements, First Step Family Support Center complies with applicable state and local laws governing nondiscrimination in employment.*