

## CLARKE COUNTY PARENTS AS TEACHERS PROGRAM

Clarke County Public Health

<b>JOB TITLE:</b>	Parent Educator
<b>HOURS OF WORK:</b>	40 hours per week
<b>SALARY:</b>	Dependent on Qualifications
<b>REPORTS TO:</b>	Clarke County Public Health Director Parents as Teachers Lead Parent Educator/Supervisor

### JOB SUMMARY:

- Provide in-home visitation services and related activities as assigned by Public Health Director or Supervisor to families with children age birth through five.

### JOB DESCRIPTION:

#### ESSENTIAL JOB FUNCTIONS:

- Provide parent education through regular personal visits implementing the *Parents as Teachers National Foundational and Model Curriculums*. Enhance curriculum through use of other available resources available in office.
- Assess family needs and provide developmentally appropriate information, guidance, and support to parents.
- Support and enhance the work of the existing Parents as Teachers program.
- Represent the Parents as Teachers program at various community events supporting families and/or young children.
- Coordinate services with other community programs offering services to parents and their young children.

#### GENERAL JOB RESPONSIBILITIES:

- Serve the number of families determined by program guidelines including successful face-to-face visits and group connections within our service area.
- Complete all documentation regarding home visits, attendance records for group connections and other Parents as Teachers events, screening summaries, and all essential records required by the program, in a timely and comprehensive manner.
- Become qualified to administer developmental screenings. Support families in seeking appropriate resources based on the results of screenings when needed.
- Actively recruit families to participate in the program.
- Participate in regular, relationship-based supervision with the Parents as Teachers supervisor and engage in personal goals for self-development.
- Engage in on-going learning about issues related to cultural sensitivity and competency.
- Demonstrate an appropriate level of knowledge about what promotes optimal parent-child interaction and infant, toddler, and child development.
- Connect families with necessary community resources.
- Participating in reviewing and analyzing results of evaluation tools used by program.

#### PERSONAL/PROFESSIONAL CHARACTERISTICS:

- Possesses effective communication skills and is comfortable relating to strangers.
- Develops trusting relationships with parents as a model for parent-child relationships.
- Uses appropriate work-related behavior, dress and attitude toward fellow professionals.
- Establishes and maintains appropriate professional relationship with families.
- Adheres to required confidentiality practices.
- Monitors and maintains a healthy balance between personal and professional responsibilities.
- Uses time and resources effectively to manage personal stress and meet job requirements.
- Participate in on-going professional development opportunities as offered by supervisor to meet re-certification requirements.

- Prepare accurate timesheets and mileage reports as required.

**MINIMUM REQUIREMENTS:**

- College degree, CDA (Child Development Associate), in early childhood education or related field of study preferred.
- Supervised experience working with children and families.
- Alternatives to the above qualifications as the program finds appropriate and acceptable in accordance with funding guidelines and PATNC expectations.

**TECHNICAL SKILLS:**

- Basic computer skills.
- 10 Key adding machine.
- Working knowledge of copy and fax machines.

**EMPLOYEE REVIEW:**

- Review of employee at end of 6-month probation and annually thereafter.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people in this classification. They are not be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time, as needed.

Effective Date: July 1, 2007	Revised: September 1, 2009	Revised: September 28, 2021
Approved by: Mary Jo Schade Supervisor	Approved by: Mary Jo Schade Supervisor	Approved by: Holly Rash, RN BSN Public Health Director