

## **Dunebrook Inc. Job Description**

**Job Title:** Nurturing Parent Educator/Home Visitor

**Reports To:** Nurturing Parenting Program Director

**FLSA Status:** Non-exempt

**Prepared By:** Tia Miller

**Prepared Date:** 6/29/2011

**Approved By:** Gail Johnson

**Approved Date:** 3/1/2015

### **Summary**

Provide parent education to mandated families within the home setting. Provide parenting education in a group setting.

### **Essential Duties and Responsibilities:**

#### **ASSESSMENT**

Provides comprehensive assessment of family life areas to support and assist in Parent Education services.

#### **CASE MANAGEMENT**

Adheres to the Department of Child Services state standards for Community Based Services;

Establishes a service plan to use as a guide for service for each family that includes Nurturing Parenting Curriculum;

Maintains visits at the home or community location most comfortable to the family and as determined most beneficial for them;

Provides parenting and life skill curriculum and coaching for participants in individual, family and/or group setting as appropriate;

Models nurturing attitudes for participants during visit sessions;

Inputs computer data in a consistent, accurate and timely manner and as required by supervisor and program standards;

Establishes a trusting relationship with families by initiating and maintaining regular contact.

#### **SUPPORT SERVICES**

Supports families in mandated services: Parent Education;

Has familiarity with community resources and/or possesses skills to identify and utilize such resources;

Maintains confidentiality of program participants;

Coordinate parenting groups.

### **WORKS ON A TEAM**

Meets with supervisor on an as needed or monthly basis to evaluate client status and service to families;

Attends regular staff meetings, supervisions, in-service trainings, and other meetings/trainings as required;

Participates in community education fairs and work-related group activities;

Other duties as assigned.

### **Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

### **Knowledge, Skills and Abilities**

Knowledge of maternal-infant health and concepts of child abuse and neglect;

Understands the dynamics of child abuse and neglect and demonstrates the foundational skills necessary to apply this knowledge;

Able to manage assigned caseload and related work responsibilities;

Excellent communication skills, including leading conversations and listening;

Ability to speak effectively with families during home visits;

Sensitivity and awareness of cultural differences, non-judgmental, objective-thinker;

Strong analytical and organizational skills;

Ability to interpret a variety of instructions and solve practical problems;

Ability to write objectively, compose reports and correspondence;

Demonstrates the ability to offer support and encouragement; navigating the Internet; and ability to learn data entry for Case Management Pro software;

Ability and temperament to work as part of a team.

### **Physical Demands and Working Conditions**

Viewing computer terminal, perceiving and transcribing data with accuracy and keyboarding fill much of the day in an office environment;

Communication with telephone callers and associates requires an ability to express oneself as well as perceive and exchange ideas;

The employee is exposed to environmental conditions including noise levels that cause the worker to shout in order to be heard; home conditions may not be clean resulting in odors and insects; home conditions may be close quarters with inadequate seating requiring the employee to kneel, crouch or stand for long periods of time;

The employee may be required to ascend and descend stairs or ladders, balance on unstable surfaces while working in client homes;

Work may include walking long distances, and exerting force up to 25 pounds to lift and move objects;

Ability to travel as required, must have a valid driver license and dependable transportation;

Works a flexible schedule to meet the needs of families.

**Dunebrook is an equal opportunity employer and does not discriminate in the recruitment, selection, employment, training, promotion, or transfer of qualified personnel, or in the administration of personnel practices based upon age, sex, race, ethnicity, nationality, disability, or religion.**

The job description focuses on the essential functions of the position. Other duties may be assigned from time to time. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees are required to pass a criminal background check on an annual basis and provide assurance of current driver's license and auto insurance.

**I have reviewed this job description with my supervisor. By signing below, the employee acknowledges that they are aware of the scope, responsibilities and requirements of this position.**

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Executive Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_