

Dunebrook Inc.
Job Description

Job Title: Parent & Family Education Program Educator/Assistant

Reports To: Parent & Family Education Coordinator

FLSA Status: Non-exempt

Prepared By: Jeanne Ann Cannon/Lena Ritchie

Prepared Date: 1/27/2020

Approved By: Jeanne Ann Cannon

Approved Date: 1/27/2020

Summary

Provides parent and family education in group or individual setting and assists Parent & Family Education Coordinator as needed/requested with coordination of programming.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Provides parenting and life skill curriculum and coaching for participants in individual, family and/or group settings as appropriate and models nurturing attitudes for participants during visits/sessions and establishes a trusting relationship with families by initiating and maintaining regular contact.

Provides comprehensive assessment of family life areas to support and assist in Parent & Family Education service; assists with establishing a service plan to use as a guide for services for each family that includes program curriculum.

Inputs computer data in a consistent, accurate and timely manner and as required by Coordinator and program standards. Maintains client and program records including attendance and test scoring.

Completes all required program training and understands the curriculum to teach concepts as designed.

Maintains familiarity with available community resources and refers clients appropriately.

Maintains confidentiality of program participants and provides service that is non-judgmental and that is sensitive and aware of cultural differences.

Coordinates and conducts educational groups/classes; sets up the site making sure all required supplies are available and greets families prior to class start time; cleans up classrooms and debriefs following each session; makes follow-up calls to class participants and/or referral sources as needed.

Assists with program marketing, outreach and promotion.

Attends regular program meetings, staff meetings, supervision, in-service trainings and other meetings/trainings as required.

Participates in community education fairs and work-related group activities and events.

Works a flexible schedule to accommodate participant scheduling needs.

Education and/or Experience

High school diploma or general education degree (GED) and related experience and/or training required; 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/classes; 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; proficient in Microsoft Office programs, including Word and Excel and navigating the Internet; and ability to learn new software; ability and temperament to work as part of a team.

Physical Demands and Working Conditions

The employee is required to have the visual skill to view computer terminal, perceiving and transcribing data (keyboarding) with accuracy and understanding written narrative. 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; client home conditions may not be clean resulting in odors and insects; client 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 50 pounds to lift and move objects. Classes may take place inside or outside. The employee is required to work a flexible schedule to meet the needs of program clients.

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