



Job Description

Job Title: Parent Educator
Department: Parents as Teachers
Reports To: Parents as Teachers Supervisor
FLSA Status: Non-Exempt
OSHA Category: Category 1

Summary: A certified parent educator implements the PAT model, emphasizing parent-child interaction, development-centered parenting, and family well-being in their work with families. Utilizing the PAT Foundational Curriculum in culturally sensitive ways, the parent educator partners, facilitates, and reflects with families.

Essential Duties and Responsibilities:

- Must complete the Parents as Teachers Foundational and Model Implementation Trainings before delivering PAT services.
- Engage in recruitment activities. (as applicable)
- Complete an initial and annual family-centered assessment with each family.
- Develop, monitor, and review goals with each family quarterly.
- Plan, provide and document personal visits focused on parent-child interaction, development-centered parenting, and family well-being.
- Use the PAT Foundational and Foundational 2 curriculum to share research-based information with families.
- Provide group connections to give families an opportunity to build social connections with each other, engage in parent-child interaction activities, and increase their knowledge of ways to support children's development.
- Complete at least an initial and annual developmental screening and an initial and annual health review for each enrolled child. Maintain as program requires.
- Connect families to resources that help them reach their goals and address their needs.
- Help parents and children transition to other services as needed, to preschool, or to kindergarten.
- Maintain and submit in a timely way all required family and program documentation.
- Organize and inventory supplies/materials, etc.
- Participate in at least 2 hours of reflective supervision monthly and at least 2 hours of staff meetings monthly.
- Obtain competency-based professional development and renew parent educator certification annually.
- Participate in continuous quality improvement.

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- Maintain current, confidential files on each enrolled child.
- Attend assigned trainings.
- Perform other duties as assigned to enhance, improve, and accomplish the agency’s mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

Supervisory Responsibilities:

This position does not have supervisory responsibility.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in a timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go beyond your essential task and collaborate with colleagues to achieve agency goals and results.

Core Values

To perform this job successfully, you must adhere to the agencies core values:

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|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork | • Considerate |
| • Equality | • Innovation |
| • Respect | • Ethics |

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and familiarity with office equipment. Must have good recall memory, typing, organizational and listening skills. Effective communication and interpersonal skills (e.g., nonjudgmental, objective, reflective, empathic, patient, tactful). Ability to establish rapport with families and empower them by building on their strengths, strong organizational and record keeping skills. Ability to work independently and be self-motivated (often in the field).

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Education and/or Experience:

Must have at least a high school diploma or GED equivalent with CDA (date of hire or within 1 year of employment), and a minimum of two years’ previous supervised work experience with young children and/or parents.

Must have valid West Virginia driver’s license; clear criminal background and APS/CPS check must be bondable.

Must obtain a food handler’s permit, be bondable, train in First Aid and CPR and receive a physical exam every two years with initial tine test. Other State and Federal regulations if applicable.

Must Complete Foundational Training 1 and 2.

Must complete required annual training requirements for Parents as Teachers.

Language Skills:

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, customers, and the public.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods standing and walking throughout the classroom.
- Must be able to lift 45 pounds at a time.
- Must be able to sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children.

Work Environment:

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

Employee Signature

Date

Approved by Policy Council: July 29th, 2024

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