

**Children and Youth Partnership for Dare County
Job Description**

Job Title: Parent Educator – Parents As Teachers
Department: Family Support Services
Reports To: Family Support Services Coordinator
Category: Full Time – 37.5 hours per week
FLSA Status: Non-Exempt

Job Statement

Under the direction of the Family Support Services Coordinator, the Parents As Teachers Parent Educator provides services to 15-20 families, 20-40 children in Dare County annually, through home visitation and family meetings as defined by PATNC.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Staff

1. Attend training and conferences
2. Collaborate with CYP staff in order to maximize success of all programs and positions

Services

1. Implement and coordinate Parents As Teachers services with other PAT educators in Dare County
2. Provide PAT services to 15-20 families, 20-40 children annually
3. Conduct at least monthly visits with each family and offer at least twice monthly visits to families in the “high risk” category or who are in need of additional support
4. Complete annual children’s periodic health (PAT) and developmental screenings (ASQ-3 & ASQ-SE) for each eligible child
5. Plan and facilitate regular group connections (minimum of 12 per program year)
6. Attend PAT regional meetings as scheduled by the PAT Program Coordinator

Community Outreach and Awareness

1. Provide resource and referral information to all participating PAT families including CYP newsletters, preschool screenings, kindergarten orientation and other relevant activities
2. Provide referrals for developmental, behavioral, and health concerns for participating children
3. Publicize the PAT program in the community and assist other PAT educators in maintaining a current waiting list
4. Collaborate with other CYP staff and programs to promote PAT and to provide other support services to participating PAT families
5. Collaborate with community groups addressing the needs of young children and their parents
6. Present periodic PAT program progress and update to CYP board

Data Collection, Planning and Budgeting

1. Prepare quarterly evaluation report
2. Develop and maintain a fiscally-sound yearly budget
3. Collect, purchase and maintain adequate supplies to implement the PAT program

4. Maintain records and progress of each family participating in the PAT Penelope Data Record System
5. Document outcomes attained during and at the completion of the program year using methods prescribed by PAT and CYP
6. Track in-service hours and maintain annual certification with PATNC
7. Provide availability and access to updated files for periodic review with the PAT Program Coordinator and CYP evaluator
8. Participate in periodic PAT program Quality Endorsement as indicated by PATNC

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific requirements:

1. Education and/or Experience: Required – BA in early childhood education, social work, psychology or a related field; certification through Parents As Teachers www.parentsasteachers.com; preferred - experience working in home visiting program, early childhood or family services
2. Knowledgeable in child development
3. Good verbal and written communication skills
4. Excellent organizational skills
5. Experience working with parents and young children
6. Experience working in early childhood field desirable
7. Knowledgeable in Microsoft Office Suite Software, especially Word, Excel, and Publisher
8. Knowledgeable in using Google Suite (Gmail, Google Drive, Google Calendar, etc.)
9. Ability to build trusting and supportive relationships and deliver services tailored to the needs of each family
10. Key characteristics of dedication, skill, creativity, compassion, and persistence
11. Willingness to work flexible hours, including some evenings and weekends, including travel within Dare County, in order to meet schedules of enrolled families
12. Ability to build and maintain productive relationships with staff, agencies and businesses
13. Able to work with diverse groups of people in relationships based on equality and respect
14. Availability for travel out-of-county for regional meetings and trainings

Updated: 4/28/2022