

**Tri-County Community Action, Inc.**

**PROJECT HEAD START & EARLY HEAD START**

**JOB DESCRIPTION**

**JOB TITLE:** Parent Educator

**DEPARTMENT:** Head Start Birth to Five Programs

**CLASSIFICATION:** Full time; non-exempt

**GENERAL DESCRIPTION:** Parent Educators will provide in-home instruction (home visit) for 1.5 hours each week. Parent Educators will have a case load between 10-12 families. They will plan and implement two group socialization monthly for parents and children which will enhance the parent's ability to fill the role of primary nurturer of their child. Maintain an on-going contact with families and work with other components; health nutrition, mental health, disability, family service to integrate services into the family setting.

**QUALIFICATIONS:** High school diploma or GED necessary. Some college preferred. Child Development Associate Degree (CDA) or Certificate I preferred. If does not have a CDA or a Certificate I will acquire within one year of first day of employment. Must be able to work unsupervised and be able to respond positively to guidance and supervision. Good communication skills are necessary for interaction with families and for utilizing opportunities to speak before groups. Must be flexible, warm and genuinely care about families assigned to him/her. He/she must have integrity and good moral standards and behave in such a way as to promote the development of good moral standards in the families assigned to the Parent Educator. Must have a valid Texas Driver's license and private automotive insurance.

**DUTIES:**

- Conduct recruitment and maintain a full caseload of eligible children for the Birth to Five Program as well as a wait list to fill vacant slots.
- Establish and maintain ongoing partnerships based on trust with families;
- Communicate effectively using appropriate verbal and nonverbal messages and reflective listening skills;
- Implement strategies including home visits with families assigned within the 45 days from child enrollment to learn about families and the changing community.
- Assist in ensuring that parents receive education in areas of Nutrition, health, mental health, disabilities, and social services.
- Conduct intake interviews and assessments with families that describe their goals, school readiness goals, strengths, resources and support networks, as well as necessary services and supports;

- Facilitate families' problem-solving and teach problem-solving skills;
- Collect health information from families if services have already been provided.
- Provide accurate information, referral and other resources assistant to families.
- Advocate for the family and support them in advocating for themselves;
- Assist with transitions to other programs, communities and schools.
- Identify common interests and needs of parents in order to plan appropriate activities;
- Provide and/or coordinate training and educational opportunities for parents; and
- Engage parents in volunteering, community service and other ways of contributing to program activities and services.
- Work with Policy Council to ensure 51% of parents serve and are elected at Parent Meetings. Ensure parents are contacted and have transportation to the meeting.
- Work with other program staff to support interactive literacy activities between parents and their children;
- Provide training for parents on how to be the primary teacher for their children and full partners in the education of their children;
- Assist parents as adult learners to recognize and address their own literacy goals; and
- Link and support parents in literacy training that contribute to self-sufficiency.
- Apply knowledge of health, mental health, disabilities, and child development in order to ensure holistic service delivery;
- Promote and support parent involvement and leadership throughout the program.
- Assist with ensuring all parents/families receive appropriate recognition for their services in newspapers articles, award ceremonies, and website and through certificates and plaques
- Research and keep up-to-date on program and community resources;
- Analyze match of community resources to family needs and identify unmet family needs.
- Refer families to community resources
- Promote community partnerships that will improve supports to families.
- Maintain current information on community resources and participate in local interagency council meetings like CRCG.
- Listen to families and assess the crisis situation;
- Take active steps to ensure the safety of all involved;
- Decide when to intervene and when to refer a family;
- Identify (with the family) options, resources, and consequences to address the crisis; and
- Support families in making decisions and taking active steps to resolve current crises and be prepared to address future crises.
- Be knowledgeable about and sensitive to each family's values, beliefs, traditions, cultural influences, makeup, and circumstances;
- Work with families representing different cultures using a culturally competent and flexible approach.

- Identify and reflect on personal values, experiences and biases that facilitate and present barriers in working with certain groups of people.
- Demonstrate appropriate respect for cultural diversity with all work-related contacts.
- Effectively utilize supervisory professional development and technical assistance resources to improve competence;
- Contribute to and participate in, program self-assessment and other efforts to improve program services and agency responsiveness to families;
- Make decisions and act based on family support principles, theories, practices, and code of ethics;
- Perform record keeping and internal and external reporting tasks in a timely and objective manner.
- Maintain professional boundaries and confidentiality.
- Enter applications into child Plus and assist in Transition applications.
- Become involved with every aspect of the agency. Working with parents in all component areas.
- Promote food activities in demonstrations and provision of nutritional handouts for families on a weekly basis.
- Offer transportation to families to monthly parent meeting when they are set up with group socializations. Provide child care during parent parties.
- Know Head Start Performance Standards and Program Policies and Procedures.
- Prepare weekly lesson plans for each family served.
- Prepare educational materials required to implement weekly activities and lesson plans.
- Keep accurate mileage sheets and file with supervisor for reimbursement.
- Work with other staff to secure volunteer time and in-kind donations to meet program non-federal share and to see that proper records of volunteer time and donations are maintained on home visits.
- Responsible for working on and obtaining a CDA or Certificate I as soon as employed.
- Maintain home visit materials and books in good condition and leave such materials in an orderly arrangement for others to use.
- Assist in monitoring the condition of TCCA vehicles such as reporting any misuse or required maintenance.
- Participate actively and effectively in professional development activities to enhance your job performance.
- Act professionally, performing your job in a way that reflects positively upon TCCA both on the job and off the job.
- Follow the four agency Behavior Competencies: Integrity, Teamwork, Professionalism and Compassion.
- Regular work hours are 8:00 a.m. until 4:30 p.m. Any schedule variation must be approved by supervisor.
- Must be able to lift and /or move 20 to 25 pounds.
- Must possess a valid Texas driver's license and be insurable by the agency's insurance

company.

- Performs any other assigned tasks relevant to the effective operation of the program or other tasks assigned by supervisor.

**SUPERVISORY DUTIES:**

None

**IMMEDIATE SUPERVISOR:**

Home Base Manager