



Prenatal/Parenting Educator

Overview

The Prenatal/Parenting Educator has the responsibility to interact and work with individual clients as directed by the Executive Director. This includes making sure that proper implementation of established programs is executed.

This is a part time position – Number of weekly hours depending on need (6 - 12 hours) – Tuesday - Thursday. Reports to the center's Executive Director. Hourly \$18-\$20/hour depending on qualifications.

Qualifications

1. Actively pursuing a life of faith and belief in God the Father, Son, and Holy Spirit.
2. Exhibit a strong commitment to the belief that life begins at conception.
3. Agree and uphold the Statement of Principle, Statement of Faith, and all policies of the center.
4. Comfortable interacting with people of various belief systems, ideas, and life choices.
5. Minimum high school diploma with some college education preferable.
6. Interest in education and/or counseling.
7. Extensive experience in working with people.
8. Strong interpersonal skills and effective problem solving.
9. Knowledgeable with Office 365, Outlook.
10. Proficient and comfortable with online technology and use of computers.
11. Able to maintain strict confidentiality.
12. Self-motivator and initiator.

Responsibilities

Administrative

1. Develop individual educational plan for designated client and follow through appropriately.
2. Data input and maintain accurate records after each client visit.
3. Assist in maintaining the center in an organized fashion.
4. Keep Executive Director up to date with client stories and need.

Client Services

1. Be a strong advocate for clients, working with Executive Director to decide appropriate outcomes.
2. Process donations arriving to the center.
3. Maintain the Baby's Mom Shop; making sure that clothing items are clean and presented attractively.