



Position Posting

DATE: January 6, 2021

FROM: Antoinette Manuel
Executive Director

POSITION TITLE: Parent Educator - Parents as Teachers (PAT) Program-Bilingual English/Spanish Required

APPLICATION DEADLINE: Until Filled.

(Qualified applicants will be contacted for an interview. Please do not call or email to check on the status.)

POSITION SUMMARY:

Under the general direction of the Family Resource Program Manager and the direct supervision of the Parents as Teachers Supervisor, the Parent Educator provides parent education, developmental information and family support to parents through personal home visits to promote the healthy development of children from pregnancy to kindergarten. Parent Educators utilize the nationally recognized "Parents as Teachers" curriculum to deliver quality home based early childhood education, developmentally age appropriate resources and effective child-parent interaction techniques.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attend training to become a Certified Parent Educator.
- Provide personal home visits to families on assigned caseload
- Plan and conduct home visits using the Parents as Teachers (PAT) instructional curriculum based activities, methods and materials.
- Provide early detection and developmental screening services to children zero to five years of age.
- Monitor client caseload and record child's developmental progress
- Maintain accurate records of all personal home visits, contacts, screenings, resource linkages and data input of progress and required reports.
- Maintain client confidentiality and integrity in keeping with agency policies, practices, professional standards and program requirements.
- Acquire knowledge and expertise of the agency's Client Management System software and other various database systems.
- Participate in community outreach events as needed and required.
- Attend agency staff meetings as necessary and required.
- Perform all other duties as assigned and adhere to ongoing policies, program standards and supervisory directives.

ESSENTIAL JOB FUNCTIONS:

- Sit for 6-8 hours at a time, kneeling, squatting, standing and bending
- Typing and computer work
- Lift up to 10 pounds
- Drive a vehicle
- Command of the English language

- Good judgment

POSITION QUALIFICATIONS:

Education and Experience Required:

- Bachelor's degree in early childhood development or related field is preferred; or-
- Minimum of 60 college hours in early childhood development with a minimum of two years' experience directly working with young children under the age of 5 required; or-
- Certificate in Early Childhood Education, Elementary Education, or 5 years' experience in a pre-school setting preferred.
- Required continuing education to maintain certification.

Skills Required:

- Excellent communication skills. Fluency in Spanish is required for this position.
- Ability to receive supervision and work independently, problem solve and be solution-oriented.
- Demonstrated ability to develop and maintain a positive rapport with children birth through age 5 and their parents; effectively communicate developmental issues to families.
- Knowledge and skill working with diverse populations.
- Bi-lingual Spanish required.
- Display a positive, outgoing and flexible professional demeanor and be resourceful, non-judgmental and tactful in dealing with both children and adults.
- Ability to effectively present information and respond to questions from parents or community.
- Demonstrate good organizational skills.
- Ability to write reports, correspondence and maintain accurate records.
- Ability to perform CPR and First Aid or be certified within 90 days.
- Advocate and Support Mission, Vision, and Core Values of KidsFirst.
- Intermediate level of proficiency in MS Outlook and MS Word.
- Ability to pass TB Test and background check/fingerprint clearance.
- Must possess a valid California driver's license, provide own transportation and have a clean DMV report.
- Other duties as assigned.

POSITION LOCATION: Roseville and Auburn, CA

SALARY: Beginning at \$18.40 per hour (non-exempt position); Benefits package includes health/supplemental health, dental, vision and life insurance, Employee Assistance Program, Paid Time Off, Paid Sick Leave, plus 15 paid holidays per year. We also offer a match voluntary retirement package and voluntary benefits with Aflac and Legal Shield.

SUBMIT RESUME: Human Resources: hr@kidsfirstnow.org

KidsFirst is an Equal Opportunity Employer. KidsFirst is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Candidates are evaluated solely on their qualifications to perform the work required.

Smoke Free/Drug Free Work Environment
