

POSITION DESCRIPTION

TITLE:	Parent Educator – Healthy Families (bilingual preferred)	HIRING RANGE:	\$14.00 - \$14.50
REPORTS TO:	Program Supervisor – Healthy Families		
TYPE:	Full Time - Hourly	STATUS:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt

GENERAL PURPOSE

Parent Educators implement the nationally accredited Healthy Families Florida (HFF) program in targeted service delivery areas and function as an integral part of the Healthy Start Coalition’s Healthy Families Program Team.

ESSENTIAL FUNCTIONS/DUTIES

1. Adhere to HFF Affidavit of Understanding of Confidentiality, HFF Standards of Confidentiality and Information Sharing.
2. Provide services in a manner sensitive to cultural and ethnic diversity.
3. Conduct home visits for program participants according to assigned level requirements.
4. Conduct creative, respectful outreach to engage potential and enrolled program participants.
5. Educate program participants about child health and development.
6. Support program participants in the development of problem-solving skills.
7. Conduct screening for early detection of developmental delays for focus and other children.
8. Model positive parent-child interaction for program participants.
9. Support program participants in their connections to social supports.
10. Connect program participants and children to a medical home.
11. Refer program participants and children to other family support services as needed.
12. Monitor immunizations and well-child checks of target children.
13. Monitor subsequent pregnancies of program participants.
14. Monitor the progress of program participants and non-primary participants toward self-sufficiency.
15. Retain program participants in program services for a minimum of 12 months.
16. Administer required tools (ASQ, ASQ-SE, CCI, HFFAT, Home Safety Checklist, FGP, HFPI, EPDS, etc.).
17. Complete and submit required documentation/data to assigned supervisor per established schedule.
18. Attend training per HFF policies and procedures.
19. Complete additional duties as assigned by HF Program Supervisor or HF Program Manager.

ADDITIONAL FUNCTIONS/RESPONSIBILITIES

1. Maintain and manage assigned caseload.
2. Maintain up-to-date program participant case records.
3. Maintain current knowledge of available community resources.

4. Report any knowledge or suspicion of child abuse, abandonment or neglect immediately to the Florida Abuse Hotline (1.800.96.ABUSE).
5. Attend weekly supervision sessions and other meetings as scheduled.
6. Travel throughout Volusia and Flagler Counties to implement program services as required.
7. Travel to out-of-area meetings, conferences and training as required.

Please note this position description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

EDUCATION/QUALIFICATIONS/SKILLS & ABILITIES/COMPETENCIES

Education:

Minimum, a high school diploma or General Education Diploma (GED) and at least one year of experience working with children or families.

Qualifications:

1. Experience in working and providing services to children and families.
2. Excellent organizational skills.
3. Experience and humility to work with culturally diverse populations present in target population.
4. Knowledge of infant and child development.
5. Knowledge of local health and human service providers.
6. Healthy Families experience preferred.
7. Infant mental health endorsement preferred.
8. Bi-lingual preferred.

Competencies:

1. Ability to establish and maintain trusting relationships; demonstrates a high level of integrity; maintains confidentiality.
2. Able to manage performance of self and others and to manage change.
3. Ability to accept individual differences.
4. Strong attention to communication; excellent oral and written communication skills.
5. Strong interpersonal awareness.
6. Provides excellent internal and external customer service.
7. Able to work effectively with a wide variety of families from diverse economic and ethnic backgrounds.
8. Demonstrates flexibility and ability to reprioritize as necessary; ability to maintain focus under stress.
9. Ability to maintain accurate and effective documentation and record management.
10. Acceptance of individual differences.

11. Willingness to engage in building reflective capacity, i.e., has capacity for introspection, communicates awareness of self in relation to others, recognizes value of supervision, etc.

Computer Skills:

- Intermediate proficiency in MS Word
- Beginner proficiency in MS Excel
- Beginner proficiency in MS PowerPoint
- Intermediate proficiency in MS Outlook
- Intermediate typing proficiency
- Beginner proficiency in virtual platforms, i.e., Zoom, GoToMeeting, etc.

Math Ability:

Level 2: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Language Ability:

Level 2: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

Reasoning Ability:

Level 2: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Licenses/Certifications/Specialized Trainings:

- Valid Florida Driver's License, reliable vehicle, current automobile insurance policy and safe driving record.
- Ability to pass a Level II Background Screening and Drug Screening.

SPECIAL CONDITIONS OF EMPLOYMENT**Physical and Environmental Requirements:**

1. Ability to work in a variety of locations that include, but not limited to the following: office, program participants' homes (indoors or outdoors), other community locations (satellite offices, library, parks, restaurants, etc.), remotely from home or other locations utilizing virtual platforms, etc.
2. Ability to drive routinely to meet with program participants.
3. Ability to sit, stand, walk, climb stairs and reach with hands and arms
4. Ability to occasionally lift and /or move up to 30 pounds
5. Vision abilities required by this job include: close, distance, color, peripheral vision, depth perception, and the ability to adjust focus
6. The noise level in the work environment is usually moderate (examples: business office with computers and printers, light traffic).

If you have a disability or other condition that would require you to need a reasonable accommodation to complete the essential functions of this position, please notify the Human Resources Manager to complete the accommodation request process.

Please check applicable boxes

I have read this position description and I understand all of the essential functions/duties of this position.

I am currently able to perform the essential functions/duties of this position without a reasonable accommodation.

Employee Printed Name

Employee Signature

Date