



# PARENT EDUCATOR

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**DEPARTMENT:** YAFW

**REPORTS TO:** Senior Program Director

**CLASSIFICATION:** Non-Exempt

**# OF HOURS:** Full-Time, 40 hrs

**PAYRATE:** D.O.E.

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## POSITION PROFILE:

The Parent Educator provides direct and indirect services to a caseload of culturally diverse individuals and/or families, including comprehensive assessment, information and referral, case planning, parenting education, advocacy and other supportive services. Group services also provided on-site or at local schools.

## ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Manage a full-time parenting caseload and consult with team members and probation officers regarding cases as needed
- Contact parents and schedule an initial family and/or parenting assessment meeting, and provide weekly group parenting classes in both English and Spanish, utilizing approved parenting curriculum in home or at the office and conduct parenting classes on a monthly basis
- Provide case coordination and case management services as needed to include interviewing, assessing, case planning, solution seeking, goal setting, referral, advocacy, life skills training and family building
- Maintain ongoing contact with clients to build trusting relationships, provide support, serve as a referral source and monitor progress toward identified goals
- Perform home and/or school visits as part of the client assessment and case planning process
- Maintain accurate, updated case files, document required program data as required by funders, and submit data in an accurate and timely manner as required by supervisor
- Perform outreach activities within the community
- Participate in meetings, training and ongoing supervision to strengthen professional skills

## QUALIFICATIONS (Education, Experience and Certifications):

- Bachelor's Degree in Social Work or related field
- Bilingual in English/Spanish is required
- Two years of related experience in case management and direct client service, particularly experience with at-risk youth and families
- Valid CA Driver license
- Must have access to reliable transportation and be willing to use it for job-related tasks

## KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and experience working with diverse cultures
- Ability to manage multiple demands and prioritize when needed
- Strong communication and relationship-building skills



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- Knowledge of relevant resources within the community
- Knowledge of Parenting Wisely curriculum a plus

## **WORKING CONDITIONS:**

**ENVIRONMENT:** Office and client home settings. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level. Job could include minimum to high intensity noise level based on whether conducting groups, one-on-one or trainings.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

**MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*