

Tableland Services, Inc. ~ Community Action Partnership for Somerset County

NAME:
JOB TITLE: Parent Educator Home Visitor
DEPARTMENT: Early Childhood Education

FLSA STATUS: Non-Exempt
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OVERALL PURPOSE: This position is responsible for the execution of the Parents As Teachers, Model, and Foundational 1 & 2 curriculum to support parents in the role as the first educator of their child and act as a referral resource to meet the needs of the family.

ESSENTIAL FUNCTIONS:

1. Implement curriculum to develop lesson plans to meet the needs of the child and family

PERFORMANCE MEASURES:

- Complete initial and annual family centered assessment with each family enrolled
- Complete developmental screenings on all children enrolled in the program
- Develop family goals
- Plan and facilitate parent-child interaction, development-centered parenting and family well being
- Ensure the individual needs of each family are met
- Provide group connections, make referrals and assist with transitions

2. Maintain records meeting the requirements of the OCDEL

PERFORMANCE MEASURES:

- Complete and maintain the necessary forms in an active client file
- Document all visits on the required progress note form
- Document all completed home visits with a signature
- Document all canceled/ rescheduled home visits
- Complete all necessary report forms and submit timely

3. Facilitate play group meetings in designated areas while maintaining a safe and clean learning environment during parent group meetings

PERFORMANCE MEASURES:

- Ensure developmentally appropriate activities are planned
- Review the environment to ensure all safety requirements are met
- Follow cleaning requirements to maintain a healthy learning environment

4. Engage in recruit activities

PERFORMANCE MEASURES:

- Maintain or grow existing number of PAT families
- Recruit new PAT families as well as ECE eligible families throughout the County
- Coordinate and participate in community activities and events on behalf of the Family Center as requested
- Work cooperatively to promote the Early Childhood Education programs administered by the agency

5. Attend meetings and trainings to further professional development

PERFORMANCE MEASURES:

- Attend all required meetings, trainings, and reflective supervision sessions
- Seek out opportunities for continued professional development

OTHER DUTIES and REQUIREMENTS OF JOB:

1. Maintain **25** active families
2. Schedule weekly, biweekly or monthly visits with enrolled families based on family needs
3. Maintain a flexible schedule to perform evening or weekend visits to accommodate participants
4. Mandated reporter of child abuse and neglect
5. Maintain a Valid PA Driver's License
6. Have reliable transportation
7. Perform other related duties as required

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SUPERVISION RECEIVED:

Supervision is received from the Family Center Manager

QUALIFICATIONS

EDUCATION

- Bachelor's degree in early childhood education or related field preferred
- Associate Degree in Early Childhood Education or related field required and minimum of two years' experience working with Early Childhood population

LICENSES OR CERTIFICATIONS

- Child Abuse Training – Mandated Reporter
- PAT certification through Centers for Schools and Communities within six months of date of hire
- Model and Foundational 1 & 2 certifications

EXPERIENCE AND/OR TRAINING

- Two years related experience
- Five years related experience in lieu of degree required

KNOWLEDGE, SKILLS, AND ABILITIES

- Identify problems, inform others, and provide information
- Communicate effectively with co-workers or customers
- Operating Technology, e.g. smart devices, data base systems, software programs, internet, e-mail
- Adapt to a Constantly Changing Work Environment
- Independent Judgment and Discretion
- Utilize Creativity and organizational skills
- Work Closely with Others

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of HR Representative

Date