

**LUNA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Parents as Teachers, Home Visiting Parent Educator			
SALARY RANGE: 22 (\$26,201-\$32,752)			
Date Posted: 10/10/18 -8:00 a.m.		Closing Date: 10/17/18- 5:00 p.m.	
DEPARTMENT: Community Health & Well Being		FLSA: ___ EXEMPT <input checked="" type="checkbox"/> NON-EXEMPT	
Shift: Monday-Friday 8:00 a.m-5:00 p.m.		Location: Luna County	
REPORTS TO: PAT Program Administrator		BARGAINING UNIT: NO	
FT REG <input checked="" type="checkbox"/> PT REG ___ TEMP ___ APPOINTEE ___ FT TERM ___ PT TERM ___ AT-WILL ___ OTHER _____			
APPROVED: _____			
Human Resources	Date	Department Head	Date

Purpose Summary: Contingent on the availability of grant funding, The Parent Educator provides the information, support and encouragement parents need to help their children develop optimally during the crucial early years of life, in a fast paced, often hectic environment. Performs bi-monthly visits with program participants and maintains a schedule of appointments. Works closely with participants and childcare providers to identify their needs and refer to community resources.

Essential Duties and Responsibilities: The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The Parent Educator uses the routine of the personal visit to set up a pattern of shared power, strength-based family and child care support and parent education. With a mind to nurturing self-efficacy, parent educators create and maintain a safe environment in which parents and child care providers can take risks, learn and discover their strengths. Assigned and maintaining a caseload of the HCPAT Program in Luna County including: new and existing cases, assessing risk levels, develop individualized client service plans and maintain compliance with agency policies and program protocols.

Conducts bi- monthly visits with program participants and child care providers, provides resource network and screenings to participants and conducts group connections and breastfeeding support groups, delivering the services in English and Spanish. Ensures that Parents as Teachers, CYFD and Luna County Policies and Procedures are followed. Promote the program and recruit participants. Ensure activities are implemented on-site and in-home to establish positive links between home, childcare

providers and program. Track documentation and enter data on a software program. Must maintain confidentiality policies and be familiar with HIPPA regulations. Provide and promote Parents as Teachers information to the community. Must maintain a working knowledge of program plans, policies and performance standards. Support HCPAT in developing and implementing project activities and marketing programs aimed at achieving the goal of “All Children will learn, grow and develop to realize their full potential.”

Supervision: Works under the indirect supervision of the Parents as Teachers Program Director and direct supervision of the Program Administrator.

Supervisory Responsibilities: Supervises no one.

Minimum Qualification Standards:

Education, Certification and Experience:

Any combination of an Associate’s Degree in Health Education, Social Work, Education, Public Health, or related field; and two years’ experience in working in health care, education, community outreach, preferably related to Maternal Child Health. Infant Family Studies Certificate and current First Aid and CPR certification preferred. Ability to pass a criminal background check, pass a pre-employment drug screen and a Children, Youth and Families Department (CYFD) background check. Must have a valid non-restricted driver’s license.

Language Skills:

Must possess strong oral and written communication skills, must possess innovative thinking, facilitation and consensus building skills. Ability to communicate effectively in English with children and adults in both verbal and written format. Must possess the skill to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental relations. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, business correspondence. Must possess the skill to logically and effectively present information both orally and in writing and respond to questions from groups of managers, clients, customers, and the general public as well as on a one-on-one basis with individuals.

Knowledge:

Knowledge of border health issues and local community needs. Knowledge of leadership and organizational skills and the ability to analyze and present data and program information. Knowledge to operate computer, with experience using MS Office programs for word processing, spreadsheets and presentations.

Ability:

Ability to work with low income and/or special needs families, including families from a diverse population. Ability to exercise independent judgment and initiative with minimal supervision. Ability to develop and meet goals, organizing resources and establishing priorities. Ability to display dependability, attendance, punctuality and commitment to do the job right. Ability to work as a team player and be willing to deliver superior customer service to both internal and external customers.

Physical Demands:

Must be able to operate a variety of standard office equipment which includes motor vehicle, computer, calculator, telephone, cell phone, fax machine, copier and projector. Employee is frequently required to sit, speak and hear, use fingers and hands to handle or feel objects, tools, or controls. Ability to participate in regular kneeling, stooping, bending, crouching, crawling and sitting on the floor and standing for long periods of time. Required to reach with hands and arms, climb and balance. Vision requirements include the ability to read routine documents and use a computer. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus. Ability to occasionally lift up to 50 lbs.

Travel & Transportation:

The position is based in Luna County, however will require travel. Must be able to travel to out of town meetings and trainings on occasion and some weekends, if required.

Work Environment:

Work performed inside is usually under typical office conditions. The noise level in the work environment includes background noise, depending on the activity level within the office. Work performed outside of the office is usually in the clients' home setting and requires travel to various locations. Also includes general hazards surrounding home visitation. Ability to effectively work with and inform County officials, employees, citizens' boards and the general public. Ability to earn and maintain the respect of co-workers and clients. Ability to plan, initiate and coordinate with staff needs of the client and/or their families.

Applicant Declaration

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, have no limitations that would prevent me from performing these duties as indicated.

Signature _____ Date _____

Approved by: RP-HR/ JJ

