



## **Parent Educator**

**Full-Time**

**Exempt**

**Reports to *Home Visiting Manager***

**Salary Range: \$40,000 - \$43,000**

### **Summary**

The Parent Educator is responsible for managing a caseload of ten to twelve children (caseload may include pregnant parents) enrolled in CNE's Head Start/Early Head Start home visiting program. This position provides in-home instruction and support as well as a group socialization experience to parents and children to enhance the parents' ability to support their child's growth, educate parents about the importance of healthy development, and improve school readiness. The Parent Educator partners with families to promote a strong parent-child relationship, and works collaboratively with families of young children to identify strengths and needs. The Parent Educator serves as an advocate for families, and builds the necessary relationships in the community to provide appropriate linkages and resources for further support.

### **Essential Job Duties**

**Other duties to be assigned.**

#### **Ambassadorship/Recruitment**

- Be informed and committed to CNE's mission, vision, values and programs and serve as an ambassador in the communities we serve.
- Identify community organizations/businesses for outreach opportunities.
- Conduct ongoing community outreach to identify eligible clients and recruit families.
- Attend and participate in outreach events (evenings and weekends may be required).

#### **Family Services**

- Conduct weekly home visits (90 minutes), virtually if needed, with each family focused on child development, health education and awareness, parenting education and family support.
- Partner and collaborate with families to identify strengths and needs, and to develop family goals.
- Complete Family Partnership Agreement with parent input.
- Perform all ASQ screenings within 45 days of enrollment in HS/EHS.
- Collaborate with colleagues to ensure well-planned, coordinated twice monthly socialization experiences and other family group activities, in person or virtually, if needed.
- Educate families and monitor children's health status, including immunization schedules, physical examinations, dental and medical homes, medical follow-up, medical insurance, dental health, mental health and nutrition.
- Communicate with medical and dental offices to secure required documentation of health/dental records.
- Conduct screening and ongoing assessment of children's development.
- Involve parents in curriculum planning and implement designated developmentally appropriate curriculum.
- Identify developmental concerns, and support families through the Early Intervention and the Early Childhood Special Education process as necessary.
- Refer and link children and families to needed services.

- Collaborate with Intake & Eligibility team to ensure families participate in re-enrollments from EHS to HS.

#### **Parent, Family & Community Engagement**

- Support recruitment of parents and promote their involvement on Policy Council, Parent Committees and with other volunteer opportunities.
- Under the direction of the Home Visiting Manager, facilitate transition planning within programs and as aging out of CNE services.

#### **Ongoing Monitoring/Data & Communication**

- Implement and maintain a current and accurate tracking system, in accordance with Policies & Procedures.
- Have a clear understanding of CNE's requirements for data entry in ChildPlus in the Family Services, Education, Health, and PIR areas as well as other areas as needed or requested.
- Complete monthly reports in the required time frame, such as Family Goals, Home Visits and others as needed and/or requested.
- Maintain confidentiality of family records and information.
- Monitor and enter child assessment data and analyze results.

#### **Professional Development/Meetings**

- Attend and participate in regular staff meetings, staff training events, reflective supervisions, multi-disciplinary meetings, and mental health coaching sessions.
- Complete and participate in performance appraisals.
- Ensure completion of the annual requirement of 15 hours of professional development, including but not limited to all HS/EHS required trainings.
- Seek and attend workshops, conferences, classes and webinars to increase content area knowledge.

#### **Other Requirements**

- All bilingual employees are expected to assist with both verbal and written translation/interpretation to the best of their abilities.
- Must be fully vaccinated for COVID-19 and provide a copy of vaccination card.

#### **Required Qualifications**

- Associates or Bachelor's degree in Early Childhood Development or a Home Visiting CDA.
- Experience working with at risk families with children from birth to five required.
- Fluency in Arabic is preferred, but not required.
- General knowledge of current local, state and national resources, services, and benefits programs, including services and programs specifically for families.
- Demonstrate respect and acceptance of diverse individuals and communities served by working in partnership with or employed by Childcare Network of Evanston but not limited to race, gender, ethnicity, social-economic status, and LGBTQ+ populations.
- Must have valid driver's license and auto insurance when the position requires an employee to operate a motor vehicle in connection with executing the position's responsibilities which include driving to and/or from home visits.
- Must submit to a criminal background check and a child abuse and neglect screening and maintain a cleared status throughout employment.
- Must pass a TB and immunization health screen upon hire and update TB/physicals as required by the Head Start Performance Standards.
- Must have intermediate skills with computer applications and have the ability to learn and master other computer technology/software programs as required.
- Capacity to problem solve, manage crisis and work with families and children of various cultures from low-income backgrounds.
- Ability to navigate difficult conversations.

### **Knowledge, Skills and Abilities**

- Demonstrate willingness to work in a program located in a high-risk community.
- Knowledge of principles and practices of Early Childhood Development.
- Experience dealing with families in trauma situations with good crisis intervention skills.
- Ability to relate well with children and adults.
- Successfully convey and obtain accurate and complete information in a respectful and caring manner, including nonverbal communication or communication with those with language barriers or disabilities.
- Ability to develop positive relationships and trust by demonstrating respect, empathy, dedication, positive attitude, and cultural sensitivity to others.
- Willingness and skillful when having difficult conversations with staff and clients.
- Experience or ability to establish cooperative relationships with various professionals as well as formal and informal community members and resources.
- Attentive to detail, organizational skills and time management.
- Knowledge of the community agencies in CNE's service area preferred.
- Ability to communicate clearly both orally and in writing.
- Ability to work independently as well as in a team environment.
- Demonstrate reliability, dedication and initiative in learning, taking action and meeting goals.
- Ability to exercise independent judgment and make sound decisions.
- Ability to model and promote multidisciplinary communication and collaboration among staff.
- Knowledge or have the ability to develop knowledge of the Head Start Program Performance Standards and state regulations.
- Ability to understand, support and comply with organizational policies.
- Willingness and ability to be flexible with hours, including evenings, in order to carry out the responsibilities of the position.
- Ability to facilitate meetings via various virtual platforms (i.e. Zoom, Google Meets, etc.)

### **Working Conditions**

- Candidate will work in a professional office environment using standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Candidate is expected to participate in special events as needed which may include some weekend and evening hours.

### **Physical Abilities**

- Position operates in a professional office environment with exposure to moderate noise levels.
- Position requires continuous walking, standing and moving about.
- Position requires local travel to various locations.