



AVANCE PERSONNEL POSITION DESCRIPTION
Parent Educator

JOB TITLE: Parent Educator

LEAD ORGANIZATION: ELNC
SITE LOCATION AND EMPLOYER OF RECORD: New Hope Baptist Church
EMPLOYEE STATUS: Exempt- .25 FTE
SUPERVISOR LEVEL: NO
REPORTS TO: New Hope Baptist Church Site Coordinator

SECTION I – CERTIFICATION AND AGREEMENT

SUPERVISOR’S CERTIFICATION: I certify that this job description is an accurate statement of the major duties, knowledge, skills, abilities, responsibilities, physical, and performance requirements of this position and its organizational relationships. The position is necessary to carry out AVANCE’s mission, goals, and objectives for which I am responsible.

NEW HOPE BAPTIST CHURCH SITE COORDINATOR

DATE

SECTION II – PURPOSE, ORGANIZATIONAL LOCATION, GOALS AND OBJECTIVES

The primary purpose of this position: This position will teach the Parent-Child Education core curriculum and coordinate with other service providers to meet the needs of the children and parents. This position may temporarily perform duties of other service providers of the program as needed.

ORGANIZATIONAL GOALS AND OBJECTIVES: By providing education and support services to families in at-risk communities, AVANCE strives to strengthen the family unit by enhancing parenting skills which nurture the optimal development of children between birth and age 3 to promote educational success and foster the personal and economic success of parents. The focus of AVANCE is community-based intervention, which is family-centered, preventive, comprehensive, and continuous through integration and collaboration of services.

SECTION III - JOB RESPONSIBILITIES AND STANDARDS

DUTY 1:

Teach the AVANCE Parent-Child Education Parenting Curriculum.

The work involves review, preparation, and modification (if necessary) of class lectures, possibility sheets and other support material for each lesson and ensuring classes are evaluated upon completion in accordance with AVANCE policies and procedures.

DUTY 2:

Plans, organizes, and coordinates the activities of the AVANCE Parent-Child Education Program, ensuring it complies with the AVANCE mission and policy requirements to meet parent and children needs.

1. Ensures AVANCE goals and objectives are met through the integration of activities of the other service providers - Toy Instructors, Early Childhood Development staff, Home Educators, Cooks and Van Drivers.
2. With the help of the Project Coordinator and the Site Coordinator:
 - a. Establishes local policies and procedures for accomplishment of the Parent-Child Education Program.
 - b. Schedules work in a manner that promotes a smooth flow and even distribution of work.
 - c. Coordinates plans and sets schedules for Parent-Child Education Program year.
3. Identifies need for changes in Parent-Child Education Program priorities and takes action to implement such changes.
4. Participates in and helps foster a team environment.
 - a. Temporarily performs duties of other service providers when needed.

DUTY 3:

Represents AVANCE with local civilian and government agencies to promote timely information exchange, coordinate collaborative prevention efforts, and establishes resource links and community partnerships.

1. Establishes, develops, and maintains effective working relationships/partnerships with local schools, businesses, government agencies, and other non-profit organizations.
2. Participates in home visits when necessary.
3. Leads the recruitment of Program participants.

DUTY 4:

Provides family support services on family and work life issues and concerns through regular interaction with participating parents and children.

1. Provides an initial point of contact for reports of family problems or issues involving participants and their families. Interviews (one-on-one meetings as appropriate), assesses participant's needs and concerns (e.g. family separation, parenting, child development, elder care, etc.) and identifies and clarifies issues/concerns.

2. Provides advice, guidance and referral options to ensure participants have access and assistance in securing cost effective support or direct aid from within AVANCE or from local/state/federal service agencies.
3. Assists participants in prioritizing issues and developing plans and goals that are tailored to specific needs and concerns.
4. Monitors and tracks each participant to evaluate and ensure the support and aid received is satisfactory.
5. Prepares a “case management” file to include written administrative documentation, reports, and letters of recommendation concerning the social, educational, and medical needs of participants and family members.
6. Periodically reviews cases, recommending and carrying out appropriate actions to resolve participant’s concerns.

DUTY 5:

Performs a variety of administrative duties related to the Program.

1. Maintains Program information and prepares a variety of reports and/or feeder information according to AVANCE national and local format and schedule as required.
2. Establishes and maintains suspense dates in order to submit required documentation/information on services provided to participants for AVANCE national and the various funding sources, with follows-ups as appropriate.
3. Completes required documentation and ensures information such as participant registration/intake, sign-in books, attendance book, and “case management” files.
4. Maintains any additional information or records required by each funding source.
5. May serve as back up for Site Coordinator as needed.

SECTION IV - KNOWLEDGES, SKILLS, AND ABILITIES (KSA)

1. Knowledge and experience coordinating public or non-profit program.
 2. Knowledge and experience in the organization, management, and administration of child/family support and outreach services.
 3. Ability to plan, organize and direct the functions of staff.
 4. Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services.
 5. Knowledge of safety regulations, practices, and procedures.
 6. Skill in conducting interviews to establish the nature and extent of concerns/issues, provide professional assistance to families or staff, and determine appropriate referral services/opinions.
 7. Ability to work well with others in a team approach.
 8. Skill in the use of automation software and related equipment.
 9. Ability to communicate effectively, both orally and in writing.
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SECTION V - SPECIFIC HIRING CRITERIA:

WORK EXPERIENCE

1. Required (2 of 3):

1. 1 years experience in management or supervision
2. 2 years experience working with adults and children or in a family support services environment
3. 5 years experience in planning, implementing and/or administering a public or non-profit program

EDUCATION

1. Required:

1. Bachelors Degree in Education or related field
2. Initial AVANCE training completed by end of first year and annual update training as specified in the AVANCE Training Program

2. Preferred:

1. Bachelor's Degree in Early Childhood Education or Social Services Field, or Psychology, or Social Work or Equivalent Education

SECTION VI – Requirements

Requirements of the position:

1. Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed.
2. Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations.
3. Walking, standing, bending, and carrying of small and light objects.
4. Guidelines include applicable AVANCE, local, state, and federal directives and standards. Staff uses judgment to select, interpret, and apply the most applicable guideline to a particular situation.