

JOB DESCRIPTION

JOB TITLE: BILINGUAL FAMILY EDUCATOR

STATUS: Full-Time Exempt

Job: Code: FM-1018

Date: July 15, 2019

The Ready for School Family Educator serves as an ambassador to Imprints Cares. Imprints Cares is an early childhood education nonprofit, our mission is to enrich the lives of young children while supporting families on their journey through parenthood. The family educator is responsible for working with Spanish speaking families/caregivers and their children from prenatal to entrance into kindergarten. Through positive parent education and family support, the family educator will build a strong relationship with the caregiver to enhance the quality of parenting, increase a caregiver's understanding of child development, and work with caregivers to help their child learn, grow, and develop to achieve their full potential.

Principal Duties and Responsibilities of a Family Friend and Neighbor Care Educator:

- Facilitate Parents as Teacher *Supporting Care Providers Through Personal Visits* curriculum in accordance with model fidelity.
- Responsible for providing information on parenting skills, typical child development, appropriate discipline strategies, nutrition, and other developmental topics as applicable.
- Build engaging relationship with caregivers that promotes positive interactions and open communication.
- Establish goal-centric relationship; provide support and resources to help caregivers achieve their documented goals.
- Work collaboratively with caregivers to identify and address barriers; refer to other community resources.
- Build and maintain a full caseload, scheduling site visits two times each month.
- Maintain detailed file of each caregiver in Visit Tracker data system. Responsible for updating clients file after each visit.
- Responsible for submitting a calendar, time sheets and mileage report each month.
- Responsible for screening children using appropriate screening tools, which may include but are not limited to the Ages and Stages Questionnaire (ASQ-3, ASQ-SE) and Bracken annually.
- Responsible for assessing caregivers with screening tools as assigned.
- Share results from screenings to inform parents/caregivers of the children's development and create an action plan based on results, which may include referrals to early intervention.
- Responsible for facilitating a minimum of four group connections and eight play and learn events per year.
- Work collaboratively with other family educators and community leaders to plan, facilitate, and evaluate group education opportunities.

The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the people so classified, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

- Collaborate with community partners to promote community outreach/educational opportunities.
- Commit to continuous quality improvement – open to sharing opportunities for improvement and actively participates in the development of innovative ideas to enhance Ready for School programming.
- Open to representing Imprints Cares and Ready for School at community meetings.
- Responsible for attending monthly staff meetings, professional development opportunities, and agency wide retreats and meetings.
- Strong commitment to accountability, measuring outcomes, and high-quality engagement with families.
- Serve as an ambassador of Imprints Cares; actively engage in driving the mission of the organization.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in child development, sociology, education, psychology or related field.
- Fluent in English and Spanish
- Experience with early childhood care settings.
- Strong interpersonal communication skills - adept at leading meaningful conversations. Experience with motivational interviewing, parent training, and/or counseling.
- Team player who works collaboratively with others.
- Respects diversity with an inclusive attitude.
- Exhibits strong leadership skills: Self-confident, cooperative attitude, dependable, and strong moral compass.
- Committed to professional development.

REPORTING RELATIONSHIP:

The Family Educator will report directly to the Ready for School Director or Assistant Director with a secondary reporting responsibility to Imprints Cares Executive Director.

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