



**JOB TITLE:** Pediatric Family Educator

**STATUS:** Part-Time Exempt

**Job: Code:** PFE-1018

**Date:** October 2020

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Imprints Cares is an early childhood education nonprofit, helping to break the cycle of poverty, giving children the early start they need in life so that children arrive to kindergarten safe, healthy and ready to learn. Our vision is to unlock the potential of children and their families for success in school and in life. Our mission is to enrich children's development while supporting their families through the journey of parenthood. Imprints Cares believes by nurturing children and supporting parents, we have the ability to change our community for the better. If successful, we will build thriving generations of families who are doing their best—not only for themselves, but also for their neighbors.

Through our Pediatric Holistic Health Initiative, the Pediatric Family Educator will work collaboratively with pediatricians and healthcare providers to promote parenting, development, educational health, and well-being of families with young children. This position will work with families and their children from prenatal to kindergarten entry offering levels of tiered services that meet parents where they are addressing the physical, social-emotional, and educational health, and well-being of families so that *children are healthy, safe, and ready to learn*

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- On-site visitation, offering services to children referred by the pediatrician with one-on-one sessions to provide information on parenting skills, child development, appropriate discipline strategies, and breastfeeding support to parents using the Parents as Teachers curriculum and other curriculums.
- Responsible for providing timely updates to pediatrician and maintaining open lines of communication with healthcare staff.
- Facilitate Screenings and Referrals: Pediatric Family Educator will screen children using the Ages and Stages Questionnaires (ASQ-3, ASQ-SE). The pediatric family educator will inform parents and discuss recommendations regarding their child's development.
- Will facilitate early intervention (EI) referrals when concerns are found. The pediatric family educator will screen parents and siblings using the Survey of Well-being of Young Children (SWYC) and or the Patient Health Questionnaire – 9 (PHQ9) and make referrals to mental health services if concerns are found.
- Responsible for the facilitation of referrals to other agencies and community groups as needed.
- Will work collaboratively with community agencies that address similar concerns in an effort to improve community services and resources for families.
- Work collaboratively with other family educators to plan, organize, and facilitate group connections and participate in other community educational events.
- Will complete required reporting and documentation in a timely manner.
- Will attend monthly staff meetings and other staff related events as required by the Ready for School Director.
- Shows a strong commitment to professional development; striving to maintain best practices in early childhood development and parent engagement.

- Abides by Imprints Cares confidentiality policy - does not share information regarding any family, or family member receiving services unless it is for professional purposes.

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in science or arts in child development, sociology, education, psychology, or related field.
- Successful completion of the Parents as Teachers training and other relevant professional development opportunities.
- Able to work independently with strong time management skills, but also able to work in a team environment.
- Comfortable in working with a diverse population, respecting the values and cultures of individual families.
- Strong interpersonal and written communication skills.
- Proficient in computer skills and willing to use a variety of computer software programs including Microsoft Office 365, Visit Tracker, and others as assigned.

### **REPORTING RELATIONSHIP**

- The Pediatric Site Family Educator will report directly to the Pediatric Holistic Health Initiative Program Coordinator with a secondary reporting obligation to the Ready for School Director and Imprints Cares Executive Director.

*The above list of duties: 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.*