



## JOB DESCRIPTION

**JOB TITLE:** Bilingual Family Educator

**STATUS:** Full-Time Exempt

**Job: Code:** FM-1018

**Date:** May 2022

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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 nurture children for lifelong success. The bilingual family educator is responsible for working with families 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 family to enhance the quality of parenting, increase a parent's understanding of child development, and work with parents to help their child learn, grow, and develop to achieve their full potential.

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

- Facilitate Parents as Teachers home visitation curriculum in accordance with model fidelity.
- Provide information on parenting skills, normal child development, appropriate discipline strategies, nutrition, and other developmental topics as applicable.
- Build engaging relationship with families that promotes positive interactions and open communication.
- Establish goal-centric relationship, provide support and resources to help families achieve their documented goals.
- Work collaboratively with families to identify and address barriers; refer to other community resources.
- Build and maintain a full caseload, scheduling home visits two times each month.
- Maintain detailed file of each family in visit tracker. Responsible for updating clients file after each visit.
- Submit a calendar, time sheets and mileage report each month.
- Administer developmental screenings to 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.
- Administer screening to parents using appropriate screening tools, which may include but are not limited to Keys to Interactive Parenting Scale and Life Skills Progression Summary.
- Share results from screenings to inform parents of their child's development and create an action plan based on results.
- Make early intervention and other community agency referrals as applicable.
- Facilitate various group connections each year.
- Work collaboratively with other family educators to plan, facilitate, and evaluate group education opportunities.
- Collaborate with community partners to promote community outreach/educational 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.*

- Stay committed to continuous quality improvement – open to sharing opportunities for improvement and actively participate in the development of innovative ideas to enhance Ready for School programming.
- Represent Imprints Cares and Ready for School at community meetings as needed.
- Attend monthly staff meetings, professional development opportunities, and agency wide retreats and meetings.
- Show a strong commitment to accountability, measuring outcomes, and high-quality engagement with families.
- Serve as an ambassador of Imprints Cares; be actively engaged in driving the mission of the organization.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s Degree in child development, sociology, education, psychology or related field.
- Bilingual: Able to read, write and speak Spanish and English fluently.
- Successful completion of the Parents as Teachers training within 90 days of being hired.
- 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 Parents as Teachers Director or Assistant Director with a secondary reporting responsibility to Imprints Cares Executive Director.

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