



FAIRBANKS NATIVE ASSOCIATION, INC

Job Description

Job Title: Parent Educator
PCN: S408
Level: Support Level 4, Para-Professional
Status: Non-Exempt
Position Reports to: Program Director, PAT

"This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. FNA is an at-will employer."

Job Summary: This position will provide services to families enrolled in the program. Position will provide support services to promote healthy families and program success for the children enrolled. Conducting home visits and entering data into computer required.

Essential Functions:

Uses strength-based models and, as required, Parents as Teachers (PAT) curriculum guide and lesson plans in delivering services to parents and families.

Conducts monthly home visitation with targeted families and weekly phone contacts with all families.

Maintains records and documentation in child files in an accurate, organized and timely manner.

Advocates and promotes parent involvement in program activities and family goals. Supplies information to families concerning community services and processes referrals as needed.

Collaborates with community agencies to provide services for the families, when needed.

Provides the family with a network of resources.

Participates in family review meetings and facilitates parent committee meetings.

Encourages and empowers families to assume responsibility for their children's required health screenings and to maintain accurate health records.

Follows policies and procedures in regards to child abuse and neglect reporting.

Involves parents in educational activities to enhance their role as primary educator through regularly scheduled home visits and socialization activities. Emphasizes home as primary learning environment.

Develops a consistent, stable, and supportive relationship with families served.

Regularly recruits eligible families for program services, updates Individual Family Service Plans, and administers development assessments or screenings as needed.

Develops group socialization activities and home visit plans, which reflect the specific cultural and ethnic backgrounds of the children.

Keeps accurate and up to date records of families using established childcare database.

Prepares and submits to supervisor monthly reports documenting case load, in-kind and training in a timely and accurate manner.

Attends staff meetings and other scheduled activities including staff training.

The incumbent of this position must work well under pressure, meeting multiple and conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisors and clients.

Performs other job-related duties as assigned.

Specifications:

Qualifications:

High School Diploma or GED. CDA or AA in Early Childhood Development or Human Services preferred.

One (1) year of work experience in the child development and early childhood education field.

Working knowledge of personal computers and software programs such as Windows , Excel, Access, and MS Word. Head Start Family Information System (HSFIS) knowledge is preferred.

Demonstrated ability to prioritize tasks, work independently and problem solving capabilities, with sensitivity to diverse parenting styles.

Complete Infant/Toddler CPR and First Aid training within thirty days of hire.

Ability to maintain an effective working relationship over many months with families from diverse backgrounds, while respecting individual differences

Strong understanding and sensitivity to diverse cultures and lifestyles, with demonstrated experience working effectively with Alaska Native populations.

Continued employment status (post job offer) will be contingent upon employee providing certification of tuberculosis screening and medical certification that employee does not, because

of infectious or communicable disease, pose a direct threat or significant risk to the health and safety of program participants or others in the workplace.

Continued employment status will be contingent upon satisfactory completion of a criminal background investigation and the pre-employment drug testing process.

Driving Requirements:

This position will (or may) require you to frequently (or incidentally) drive your personal vehicle for FNA business. In order to drive your personal vehicle for FNA business an individual must provide a copy of their current Alaska Driver's License and a copy of their proof of personal liability insurance. No employee may transport a FNA client in a personal vehicle.

Physical Demands:

Requires sitting on the floor while interacting with children and families, bending, stooping, reaching; may include climbing stairs.

Includes light lifting, carrying curriculum supplies to and from home visits, driving and taking supplies in and out of vehicle.

Working Conditions:

Works in an environment where protection of confidentiality is essential.

Local travel by automobile is required. This may involve intermittent exposure to extreme weather conditions as well as the typical hazards associated with the operation of a motor vehicle in bad weather.

Will be visiting individual homes and experiencing different levels of hospitality, comfort, and family interactions.

Contacts:

Contacts are primarily with the program children and their families, and program staff.

I, _____, have received, reviewed and completely (Please print name) understand the entire contents of this job description.	
_____ Signature of Employee	_____ Date
_____ Signature of Supervisor	_____ Date