

New River Community Action, Inc.
CHILDREN'S HEALTH IMPROVEMENT PARTNERSHIP OF THE NEW RIVER VALLEY

Family Educator
Job Description

General Description

Reports directly to Children's Health Improvement Partnership (CHIP) / Parents As Teachers (PAT) Family Educator Supervisor. The CHIP/PAT of NRV Home Visiting Family Educator is responsible for assisting families in improving the condition and quality of family life, improving parenting skills, and helping parents to access medical care for their children.

Duties and Responsibilities

1. Responsible for working with at risk families in the home setting. Assists parents in developing and fostering healthy self-concepts, self-help skills, and independence.
2. Utilizes a strength-based approach with all families while challenging them to find solutions for their problems over time.
3. Responsible for working independently in homes and analyzing situations while adopting effective courses of action under stressful situations.
4. Responsible for responding to emergency or crisis situations within the home setting.
5. Empowers parents to support the developmental needs of their children from birth through age 6 in various areas.
6. Completes in-depth family assessments of strengths and concerns for each child and family member, and monitors family's progress through assessment tools throughout program services. Conducts family needs assessments and home safety assessments working with parent(s) to set family/personal goals and makes collaborative plans to address safety issues and for goal attainment.
7. Responsible for maintaining full caseloads, and assisting with recruiting and enrolling families in the program.
8. Directly responsible for conducting the required number home visits per month with families in accordance to program guidelines, planning home visits using Parents as Teachers curriculum.
9. Provides information on community and agency services and refers family to community resources which can include mental health and substance abuse providers.
10. Promotes the parent-child relationship as instrumental in successfully achieving school readiness and supports the parent's role as first and lifelong educators of their children.
11. Provides and promotes age appropriate child development and health activities, parenting skills education and active participation of parent(s) utilizing the Parents As Teachers Born to Learn Curriculum.
12. Transports families to and from community resources when necessary, sometimes out of catchment area.
13. Works closely with health care providers and human services agencies to ensure seamless quality services for all enrolled children and their families.
14. Works as a team player with NRCA staff, parents and other community organizations to ensure quality services and program requirements are met to carry out the goals and objectives of CHIP/PAT.
15. Completes documentation and submits all appropriate paperwork and records as required. Maintains accurate, timely, complete and confidential records that reflect assessments, services and outcomes.
16. If applicable to position, oversees the operation of Baby Shops including donations, volunteers, and exploring opportunities for growth of Baby Shops in the community.
17. Responsible for CHIP/PAT office, equipment and vehicle maintenance according to NRCA and program guidelines (when vehicle is available).
18. Must comply with inventory policies and procedures for site of responsibility.
19. Maintain confidentiality of family records and information.
20. Works within required state and federal guidelines; follows agency policies/procedures in all areas.
21. Professionally represents NRCA in the community.
22. Personally reports to Department of Social Services all suspected child, aged or incapacitated adult abuse and neglect as required by law and document accordingly. Informs supervisor of all reports to Department of Social Services.

23. Performs all other duties that advance the philosophy and goals of the program and NRCA as deemed necessary by the supervisor.

Knowledge, skills and abilities

Successful completion of Parents as Teachers Foundational, Model Implementation, and Foundation 2 trainings to become a certified PAT educator. After training, must maintain current certification by completing required number of yearly training hours. Must maintain Parents as Teachers certification through continuing education.

Must maintain CPR and First Aid certification.

Willingness and ability to work independently, primarily in the homes of families residing in high-risk communities while being task-oriented and having a clear sense of boundaries.

Ability to make decisions which may have moderate to major impact on the operation of program and/or agency (general operations to funding).

Capacity to problem solve, handle crises, and work with families and children of various cultures from low-income backgrounds.

Highly developed organizational skills with ability to manage multiple priorities simultaneously; must be detailed oriented.

Must have a flexible schedule to accommodate family needs, which may include occasional evenings or weekends.

Approach to working with families that is empathic, nonjudgmental, respectful, and professional.

Must be able to lift children into car seats, etc. (25-35 lbs.) Must be able to assist disabled family members in/out of automobiles and in/out of doctor offices.

Must possess proven ability to communicate and work well with others.

Willingness and ability to utilize computer in managing family data to meet essential job requirements. Ability to fluently use or learn to use Microsoft Office and online database.

Must maintain regular attendance and perform job duties and responsibilities in a satisfactory manner. Notifies supervisor by 7:30 am if unable to report to work.

Prior to employment, the applicant must sign authorizations for NRCA to perform DMV and Criminal Record Checks to demonstrate that a satisfactory driving record and no pending or founded charges or convictions related to abuse, neglect, and/or exploitation of children or adults (or other felony or misdemeanor charges which would conflict with the mission and philosophy of the agency).

Driving is an essential function of the job. Must possess valid driver's license and safe driving record. Must be able to drive up to 4 hours per day, but may be required to drive more than 4 hours in a given day. Some night/overnight driving may be required for night or out of town trainings or meetings.

If agency vehicle is unavailable, must have vehicle with valid inspection and insurance meeting minimum state requirements available for transporting individuals and families within the New River Valley, and in pre-approved cases outside the New River Valley. Mileage reimbursed by NRCA.

Must pass physical exam in which a physician documents employee's capability of transporting clients. The physical must also include a TB test and document that the employee is capable of performing essential duties specified in his/her job description.

Education and Experience

1. A Bachelor's Degree in human services or a related field or another degree with an equivalent number of credits in human services field plus two years related experience with human service agency or program. OR
2. An Associate Degree in human services field or another degree with an equivalent number of credits in a human services field plus four years related experience with human service agency or program.

Pay Scale: Wage, non-exempt position. Position may be full or part-time. This position is classified as grade 20 on NRCA pay scale table currently in force.

Signature Acknowledgement of Receipt:

Employee	Date	Supervisor	Date
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