

SMART START OF NEW HANOVER COUNTY
TRIPLE P PARENT EDUCATOR
JOB DESCRIPTION

Job Title: Parent Educator

FLSA Status: Non-exempt; part-time

Reports to: Program Coordinator/Family Services Manager

Summary:

The Triple P Parent Educator works within the SSNHC Triple P™ and other parent education projects to provide strengths-based instruction, facilitation, and support services to parents in target population through the delivery of appropriate educational activities and the evidence-based curriculum, fulfilling model fidelity. Services may include multiple service delivery methods (group, individual and seminar) and multiple curricula (Levels 2, 3 & 4). Additional models may be implemented. The parent educator must become trained in all applicable curricula, pass accreditation criteria, and deliver services with fidelity. Groups are offered at least one evening a week. The Parent Educator works in consultation with the Program Coordinator and Family Services Manager and participates in the planning and implementation of EB/EI programming, presentations, and community outreach efforts.

Essential Duties:

- Perform a broad range of duties to develop or enhance Smart Start's mission and relationships in the community;
- Provide professional parent instruction and delivery of information to families participating in evidence-based/evidence-informed parenting education programs using model curricula;
- Successfully complete all required training, accreditation, and ongoing professional development needed to offer selected models with fidelity and success;
- Maintain up-to-date database and/or documentation of services provided, ensuring confidentiality when necessary;
- Monitor client data for accuracy and consistency;
- Prepare all required project reports;
- Work closely with community agencies and stakeholders to identify qualifying families;
- Promote knowledge of, access to, and enrollment in Smart Start funded community-based services;
- Facilitate access to and use of community resources, early childhood services, and SSNHC projects for target populations, as required;
- Encourage and support all program participants and foster parent leadership;
- Respond to and/or research data related to customer requests for information or services, including making referrals, preparing and delivering follow-up information in a timely manner, when needed;
- Assist in the development and implementation of outreach efforts to the community through events and programs;
- Perform any other duties assigned.

Education:

Bachelor's Degree, preferred in Social Work, Early Childhood Education, Human Services or related field.

Experience:

Three years in human service/family strengthening field.

An equivalent combination of education, experience and skills and abilities will be considered.

Knowledge, Skills and Abilities:

- Fluent in both English and Spanish preferred
- Organizational and project management skills
- Group facilitation skills, including the ability to handle interruptions appropriately and effectively
- Other communication abilities
- Interpersonal skills including the ability to establish and maintain effective working relationships with clients, community members, and other staff
- Demonstrated leadership, initiative, problem-solving and creativity
- Knowledge of protective factors and family systems
- Ability to offer a strengths-based approach to working with families
- Ability to work independently and as part of a team
- Record keeping skills
- Computer competency in Microsoft Office, various databases, and internet usage
- Ability to travel and work evenings and Saturdays, as needed
- Valid driver's license.

Physical Requirements:

Ability to meet daily duties involved with the job that may include driving, sitting or standing for long periods; computer keyboarding; and lifting of up to 25 pounds.

Mental Requirements:

Attention to detail and ability to concentrate for extended periods allowing for some interruption; job requires normal mental capacity and adaptability.

Additional Requirements: This position will require hours on Monday evenings and Tuesdays and Wednesdays during the day. Designated working hours will be approximately 12:30-8:30 pm on Mondays, approximately 9 am-5 pm on Tuesdays, and approximately 9am-1 pm on Wednesdays for a total of 20 hours of work (breaks are required for at least 15 minutes for every 6 hours of work). Telework will generally not be authorized for this position.