



**POSITION TITLE:** Parent Educator  
**REPORTS TO:** Children's Services Director  
**SUPERVISES:** May supervise interns  
**FLSA STATUS:** Full-Time (40 hours/week); Non-Exempt

**POSITION PURPOSE:**

The Parent Educator is responsible for providing home-based intervention services for substance misuse families, referral, assessment and coordination of activities for families with children under the age of five participating in the SOS Parents as Teachers Program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**I. Program Responsibilities:**

1. Accept referrals from MDHHS.
2. Conduct initial visit with the family to begin trust building.
3. Conduct home visits to assess family's needs and promote positive parent-child bonding.
4. Utilize the PAT and SUP child development curriculum with families each week.
5. Establish case plan with family using the Individual Family Support Plan (IFSP).
6. Conduct Ages and Stages Questionnaire (ASQ) on all eligible children in the household.
7. Based on ASQ findings, make referrals to appropriate community agencies and assist family in following through on needed services.
8. Provide case management services to PAT and SUP families.
9. Arrange transportation to medical appointments and to obtain other social services.
10. Complete annual PAT Health Record to monitor child's overall health.
11. Educate families about substance misuse and parenting.
12. Attend and participate in all scheduled Parents as Teachers and MDHHS conferences, seminars and in-service training and any other mandatory training.
13. Maintain family records in Visit Tracker in accordance with agency and funding source requirements.
14. Meet with Children's Services Director on a regular basis to review cases and records.
15. Drive and/or transport PAT and SUP clients as needed.
16. Assist with program recruitment efforts.
17. Facilitate monthly play groups for community and PAT families.

**II. Program Support:**

1. Develop and maintain knowledge of community organizations, counseling agencies, programs and other community referral resources providing services for children and youth
2. Assure that all recordkeeping and grant-related reporting is completed in a timely fashion
3. Participate in the children's services team
4. Participate in appropriate inter-agency program planning for children's services
5. Assist in advocating for homeless children with community systems impacting their lives

**AGENCY RESPONSIBILITIES:**

1. Actively support the SOS commitment to diversity in all areas and responsibilities
2. Uphold and ensure appropriate enforcement of all agency policies and practices
3. Participate in community relations and outreach tasks as directed and required

**BASIC QUALIFICATIONS:**

Bachelor's degree plus 2 years post BA experience or equivalent relevant experience required. Knowledge and demonstrated skills in working with children from economically distressed populations as well as sensitivity to the special needs of minorities, women, and low-income populations. Knowledge and experience working in the areas of group counseling, parenting education and support, substance abuse, cognitively impaired and direct service to children is a must. Direct experience working with children and parents of multiple learning abilities in a human services setting desired. Good writing, basic math verbal skills, and working knowledge of Word, Outlook and Excel required. Possession of Michigan Driver's License in good standing that meets agency insurance standards. Maintain compliance with the Substance Free Work Place Act, the Privacy Act and Federal, State, and local laws regarding professional standards of conduct.

This description is intended to indicate the kinds of duties, responsibilities and the levels of work difficulty required of this position. It shall not be construed as declaring what the specific duties and responsibilities shall be. It is not intended to limit or in any way modify the right of the supervisor to assign and direct the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.