

## **Parent Educator**

SOS Community Services - Ypsilanti, MI

\$19.23 - \$21.00 an hour

### **POSITION PURPOSE:**

The 40 hour/week Parents as Teachers Educator is responsible for providing home-based intervention services, 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:**

#### **Program Responsibilities:**

- Accept referrals from community agencies
- Conduct initial visit with the family to begin trust building
- Conduct home visits to assess family's needs and promote positive parent-child bonding.
- Utilize the PAT child development curriculum with families each week.
- Establish case plan with family and PAT Program Supervisor using the Individual Family Support Plan (IFSP).
- Conduct Ages and Stages Questionnaire (ASQ) on all eligible children in the household.
- Based on ASQ findings, make referrals to appropriate community agencies and assist family in following through on needed services.
- Provide case management services to PAT families.
- Arrange transportation to medical appointments and to obtain other social services.
- Complete annual PAT Health Record to monitor child's overall health.
- Attend and participate in all scheduled Parents as Teachers conferences, seminars and in-service training.
- Gather information and educate families about the Earned Income Tax Credit (EITC) and submit data to University of Michigan
- Maintain family records in Visit Tracker in accordance with agency and funding source requirements.
- Meet with PAT Supervisor on a regular basis to review cases and records.
- Drive and/or transport PAT clients as needed.
- Assist with program recruitment efforts.
- Facilitate monthly play groups for community and PAT families.

#### **Program Support:**

- Develop and maintain knowledge of community organizations, counseling agencies, programs and other community referral resources providing services for children and youth
- Assure that all recordkeeping and grant-related reporting is completed in a timely fashion
- Participate in the children's services team

- Participate in appropriate inter-agency program planning for children's services
- Assist in advocating for homeless children with community systems impacting their lives

#### AGENCY RESPONSIBILITIES:

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

#### BASIC QUALIFICATIONS:

High School Diploma with child development / Head Start 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. Willingness to conduct home visit is required. Knowledge and experience working in the areas of group counseling, parenting education and support, substance abuse, and direct service to children a must. Direct experience working with children and parents in a human services setting desired. Good writing, 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.'

Typical end time:

5PM

This Job Is:

A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more

A job for which all ages, including older job seekers, are encouraged to apply

Open to applicants who do not have a college diploma

Job Type: Full-time

Pay: \$19.23 - \$21.00 per hour

Benefits:

- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account

- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Vision insurance

Schedule:

8 hour shift

Monday to Friday

Ability to commute/relocate:

Ypsilanti, MI: Reliably commute or planning to relocate before starting work (Required)

Education:

High school or equivalent (Required)

Experience:

early childhood: 1 year (Required)

License/Certification:

Driver's License (Required)

Work Location: In person