

DIVISION/DEPARTMENT	CATHOLIC CHARITIES OF CORPUS CHRISTI, INC. CHILDREN & FAMILY SERVICES DEPARTMENT / PARENTS AS TEACHERS PROGRAM
LOCATION	MAIN OFFICE WITH CLIENT HOME VISITS
JOB TITLE	Parent Educator
REPORTS TO	Program Manager
Type of Position:	Full-time (37.5 hours/week), Non-exempt, Hourly Grant Funded
Program Manager:	Belinda Perea-Perez
Business Manager:	Samantha Perez
Executive Director:	Angie Garcia – Acting Executive Director / Senior Director of Programs and Grants
General Description:	
<p>The Parent Educator possesses the skills needed to ensure fidelity to the program model and compliance with agency policies and procedures. The Parent Educator must demonstrate the ability to work with families in their homes in the target county or neighborhoods that have one or more children ages pre-natal through five (5) years old. A parent educator understands the communities where he or she works, is able to assess the needs of the families served and is able to connect families to community resources in order to meet their needs.</p> <p>The Parents as Teachers program is part of the Texas Home Visiting Program and is monitored by the Texas Health and Human Services Commission.</p>	
DUTIES AND RESPONSIBILITIES:	
<p>A certified parent educator implements the PAT model, emphasizing parent-child interaction, development-centered parenting and family well-being in their work with families. Utilizing the PAT Foundational Curriculum in culturally sensitive ways, the parent educator partners, facilitates and reflects with families.</p> <ul style="list-style-type: none"> • Satisfy all the requirements of a certified parent educator by implementing the PAT model, emphasizing parent-child interaction, development-centered parenting and family well-being in their work with families. • Utilize the PAT Foundational Curriculum in culturally sensitive ways by partnering, facilitating and reflecting with families. • Complete an initial and annual family-centered assessment with each family. • Provide personal visits focused on parent-child interaction, development-centered parenting and family well-being (including planning, delivering and documenting the visit). • Complete at least an initial and annual developmental screening and health review for each enrolled child. • Complete all required client family assessments and screenings. • Maintain and submit all required family and program documentation according to established department/program requirements. • Organize and inventory supplies/materials. • Participate in at least 2 hours of reflective supervision monthly and at least 2 hours of staff meetings monthly. • Obtain competency-based professional development and renew parent educator national status. • Enter, monitor and report all required data related to his/her family caseload. • Plan and conduct all activities related to home visits with enrolled families and document all activities. • Maintain the confidentiality of all family data. • Creatively plan and facilitate group connectors. • Utilize available resources for families with young children and the capacity to form strong community partnerships with area service providers. • Attend recruiting events as necessary to maintain caseload capacity. • Attend and facilitate client family group connector meetings. • All other duties assigned by Executive Director, Senior Director of Programs and Grants, Program Manager and Program Manager’s designee. 	
JOB QUALIFICATIONS	

A certified Parent Educator must:

- Have attained a high school diploma or GED.
- Supervised experience working with young children and /or parents.
- Early childhood development experience.
- Strong communication and interpersonal skills (e.g., nonjudgmental, objective, reflective, empathic, patient, tactful).
- Ability to establish rapport with families and empower them by building on their strengths.
- Strong organizational and record keeping skills.
- Be a strong communicator both verbal and written.
- Have strong time-management skills.
- Be able to understand and respect cultural differences.
- Be able to work out in the field with minimal supervision.
- Be a self-motivator.
- Be able to multi-task and be flexible with the work day duties.
- Have good organizational skills.
- Have a willingness to learn new things and take on new challenges.
- Have a positive attitude.
- Be a team-player.
- Be proficient in data entry, Microsoft Word, Excel and Outlook
- Ability to work independently and be self-motivated (often in the field)
- Computer skills; including web browsing, e-mail, internet, and word-processing
- Have reliable transportation and maintain auto liability insurance
- Complete a Food Handler's Certification Course
- Submit to an employment background and drug test
- Complete the Child Safety Environment Certification training
- Complete CPR and First Aid training
- Be available Monday – Thursday from 7:30am – 5:30pm and/or Fridays and Saturdays as needed, and some evening hours.
- Must be able to travel for mandatory PAT Foundational Training and 3 – K Foundational Training
- Prior work or volunteer experience that can meet the eligibility requirements for the State of Texas certification of Community Health Worker

*College credits in early childhood or a related field of study combined with the above requirements is preferred.

ADDITIONAL REQUIREMENTS

- Must be able to successfully complete Parents as Teachers Foundational and Implementation training and Three to Kindergarten training.
- Knowledge of computer programs including MS Word, Excel, Power Point and basic data entry.
- *Bilingual in English and Spanish is required.*
- Complete a CPR/First Aid certification class.
- Complete Diocesan certification in Creating and Maintaining a Safe Environment.
- Work some evenings and/or weekends as needed to promote or facilitate programing objectives.
- Must be able to lift 25 lbs.
- Parent Educator is **required** to **regularly** drive their personal vehicle as a condition of employment to fulfill their assigned duties **and** is reimbursed at the IRS Standard Mileage Rate and therefore will maintain automobile insurance in the amount of 100/300/50 coverage (\$100,000 bodily injury liability per person, \$300,000 total bodily injury liability insurance per accident, and \$50,000 property damage liability per accident).

How to apply:

Qualified applicants may apply by sending a cover letter and resume to Samantha Perez – Business Manager @ sperez@diocese.cc

Please no telephone inquiries.