**HILL COUNTY**

**­Parents as Teacher Parent Educator**

**JOB DESCRIPTION**

***Hill County is a Drug-Free Workplace & EOE – M/F/Vets/Disability.*** *Hill County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: Parents as Teachers Parent Educator Department: Health**

**Job Overview:** 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 with, facilitates with, and reflects with families. \*This position has been identified as an essential duty position. Must pass a background check for this position.

**Essential Functions (Major Duties or Responsibilities):**

* Engage in recruitment activities (as applicable).
* Complete an initial and annual family-centered assessment with each family.
* Develop, monitor, and review goals with each family.
* Plan, provide, and document personal visits focused on parent-child interaction, development-centered parenting and family well-being.
* Use the Foundational Curriculum to share research-based information with families.
* Provide group connections to give families an opportunity to build social connections with each other, engage in parent-child interaction activities, and increase their knowledge of ways to support children’s development.
* Complete at least an initial and annual developmental screening and health review for each enrolled child.
* Connect families to resources that help them reach their goals and address their needs. Help parents and children transition to other services as needed, to preschool, or to kindergarten.
* Maintain and submit in a timely way all required family and program documentation.
* Organize and inventory supplies, materials, etc.
* Participate in at least two hours of reflective supervision monthly and at least two hours of staff meetings monthly.
* Obtain competency-based professional development and renew parent educator certification annually.
* Participate in continuous quality improvement

**Knowledge, Skills and Abilities:** Knowledge of the principles and practices of public health.

Plan, organize, implement, evaluate and administer health education programs. Present information in-group settings. Multi-task under pressure and within time constraints. Work with a group and on individual projects. Creativity in promoting events and creating event ideas is desirable. Establish effective working relationships with fellow employees, supervisors, and the public.

**Minimum Qualifications (Education and Experience):** High school diploma or equivalent. 2 years of previous experience with young children and/or parents.

**Preferred Qualifications:** Bachelor’s or four-year-degree in early childhood education, social work, health, psychology or related field.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

 **Immediate Supervisor Title Date**

**Commissioner’s Review:**

**Mike Wendland Title Date**

**Mark Peterson Title Date**

**Diane McLean Title Date**

**Employee Review:**

My signature below indicates that I have read this job description.

**Employee Title Date**

**Human Resources Review**

 **Job Code Title: Parents as Teachers Parent Educator**

 **Step:** **Grade:**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

[ ]  FLSA Exempt [x]  FLSA Non-Exempt

[ ]  Appointed [ ]  Elected

Union Code

**Human Resources:**

**Signature Title Date**