

Job Description

Position: Parent Educator

Requirements: Associates or Bachelor's degree in early childhood development, family relations, social work, human relations, psychology, adult education or other related field or related life experience.

Function: Under the supervision of the parentPRO-PAT supervisor, the Parent Educator provides home-based services to Hispanic families within the target population.

Duties:

- To provide home visitation to the target population specified in the RFP.
- To provide prospective participants with written information about the program services including Inform Consent Forms and Families' Rights and Confidentiality Policy.
- To maintain a caseload of 22 families visited twice per month.
- To provide home-based parent education and support services. (Home visits should be schedule at the convenience of the family in order to meet the family's needs).
- To focus in the three areas of emphasis of the PAT model: Parent-Child interaction; Development-centered parenting and Family well-being.
- To conduct a family-centered assessment within 90 days of enrollment and annually thereafter.
- To administer, score and report the Ages & Stages Child development screenings.
- To develop in a partnership with the family a Family Goal Plan, according to family's strengths and needs.
- To promote healthy childhood growth and development by providing on-going child developmental screenings- Ages and Stages, Vision, Hearing and milestones.
- To improve the family's support system by linking the family with needed services and maintaining a record in the Referral Tracking form (including follow-ups of the referral)
- To encourage home-based families to participate in the group connections
- To provide transportation as needed related to the child's health and safety with supervisor's approval.
- To participate in a minimum of one hour of weekly individual supervision and in a minimum of one hour of weekly staff meeting.
- To participate in Public Awareness and Community Outreach activities.
- To organize and complete all required paperwork set forth by this invitation to bid, the Program Implementation Procedures Manual and the Program Evaluation Procedures Manual.
- To maintain proper records on the family file and/or in ETO.
- To enter the home visit documentation in ETO within 24hrs.
- To collaborate with various agencies and organizations to advocate for Hispanics.
- To comply with guidelines for Community-Based Family Resources and Support Programs and the Parents as Teachers Essential Requirements.

- To fully participate in Continuous Quality Improvement (CQI) activities.
- Other duties as assigned by supervisor.

Trainings Required:

- Pre-service training and in-service wrap-around training requirements.
- Strengthening Families on-line training
- Home Visitor Safety on-line Training
- HIPAA an Overview on-line Training
- OSDH HIPAA on-line Training
- PAT Foundational Training
- PAT Foundational 2
- PAT Partnering with Teens
- Evaluation Procedures Training
- Ages & Stages Questionnaire (ASQ/ASQ-SE)
- ETO training
- Child Abuse-Medical Examiner (CAME)
- Minimum of 50 hours of various trainings within the first two years of employment such as:
Home Visitor Safety; Family/Domestic Violence; Grief; Newborn Screenings;
Documentation; Cultural Competency, Family Planning; Child Passenger Safety; Tobacco
Cessation; Medicaid/TANF; Resources; Employment & Education; Attachment; Maternal
Depression; Reproductive Health; Breastfeeding; Nutrition; Adoption; Special Needs;
Substance Abuse/Addictive Behaviors; Mental Health Issues; Keys to Caregiving, and Safe
Sleep/SIDS.

TO APPLY: Please send resume to ocap@latinoagencyokc.org or mail it to 420 SW 10th OKC, OK 73109. Attention Parents as Teachers Program.