

TITLE: Parent Educator

PROGRAM: iParent SA/Family Strengthening

PRIMARY FUNCTION/PURPOSE

Under the supervision of the Vice President of Family Strengthening, the Parent Educator delivers essential parenting education, case management, and information and referral services to participants enrolled in the iParent SA program, primarily serving teen parents and their families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures that all activities carried out in the name of the agency are in accordance with agency policies and procedures and meet contractual obligations.
- Ensures that program files on clients are complete and accurate.
- Ensures that program outcomes and goals are met.
- Ensures that client records are entered into the TIER Database and are complete and accurate.
- Provide parenting education and case management services to 25 to 35 clients; parent education consists of using an evidence-based program in the home; case management is conducted during home visits. Scheduled visits are based upon individual needs assessment and should include delivery of curricula, review of individual client goals, referral to appropriate community resources and accurate documentation of client contact and progress.
- Assist team with the development and coordination of the Teen Parent Advisory Council.
- Meets with potential participants to complete intake/registration process within 48 business hours.
- Represents the agency by attending community meetings, community fairs and other initiatives that correspond with the focus of the iParent SA Program.
- Helps develop and execute recruitment strategies to enroll participants into the program.
- Seeks community partnerships and resources to enhance the program for clients.
- Responsible for own personal safety, your co-workers, and others that might enter your work area.
- Be consistent and reliable with punctuality and attendance.
- Accepts direction and work assignments from the Vice President of Family Strengthening to include working with clients as assigned.
- Attends to the social and needs of clients and their families as they arise under the supervision and direction of the Vice President of Family Strengthening.
- Cooperates with co-workers and Supervisor. Treats co-workers and supervisor with respect and courtesy. Assists co-workers when workload requires.
- Models appropriate behavior at all times, setting an example for children and parents.
- Maintains and safeguards the confidentiality of client information at all times
- Keeps scheduled appointments with clients by minimizing staff absences and visit rescheduling.
- Fosters consistency and reliability with clients by maintaining regular contact
- Prepares appropriately for client visits.
- Submits weekly & monthly reports to Vice President of Family Strengthening.

- Participates in Peer Records Review and Performance Quality Improvement meetings.
- Performs other duties as assigned.

REQUIREMENTS

- Must possess at minimum an LBSW or LMSW.
- Ability to write clearly, accurately, and descriptively, using appropriate vocabulary, grammar, and language.
- Skills in organizing work in a responsible way with multiple challenges and priorities.
- Must maintain Texas driver's license and provide proof of automotive liability insurance.
- Must have access to reliable and safe transportation.
- Ability to engage and effectively communicate with persons from diverse cultures and communities.
- Strong positive communicative skills to engage and work with clients and their families effectively.
- Must possess a bachelors degree in social science with social work background strongly recommended.
- Must have 3 to 5 years experience in the field of social work with case management experience.
- Negative TB Test before employment.
- Favorable background check and drug screening.
- Ability to use a computer to complete case documentation.
- Maturity to treat children and their parents with dignity and respect at all times, in all circumstances.

DESCRIPTION OF WORKING ENVIRONMENT

Position is assigned to Family Strengthening Department of The Children's Shelter and may be assigned to any of the agency's locations. Weekend and evening work will be required to meet the clients' needs. This position is 100% grant-funded; longevity of position is contingent upon grant funds.

DESCRIPTION OF ORGANIZATIONAL RELATIONSHIP/ REPORTING RELATIONSHIPS

Supervisor: Vice President of Family Strengthening
Supervises: None

Employee: Print Name Signature Date

Supervisor: Print Name Signature Date