



Posted: August 17, 2015
Open Until Filled

POSITION: PARENT EDUCATOR (LIMITED TERM)
(BILINGUAL ENGLISH/SPANISH REQUIRED, BI-LITERATE PREFERRED)

PROGRAM: LA MANZANA COMMUNITY RESOURCES
A PROGRAM OF COMMUNITY BRIDGES

POSITION DESCRIPTION:

Under the supervision of the Program Manager, the Parent Educator runs a family-centered program to educate parents about child development. The parent educator applies the principles of Family Support to build on family and community strengths and participation, affirm values and diversity in all its forms, and foster collaboration between organizations.

DUTIES AND RESPONSIBILITIES:

1. Works with parents to determine parental needs and interests within the context of this community.
2. Facilitates activities that provide skills to parents in the areas of child development, parenting alternatives, and literacy.
3. Assists in the identification, screening and recruitment of families, working closely with Community Advocates, schools, and community agencies.
4. Fosters self-determination and self-reliance by helping parents learn skills needed to address their family's needs.
5. Coordinates recruitment, scheduling, and facilitation of the Play and Learn activities.
6. Meets individually with parents to identify and address parenting skills needs and supports school readiness for children 0-5.
7. Abides by child abuse reporting laws.
8. Attends program and agency meetings and trainings as required.
9. Maintains organization of records and files, including registration, evaluations, and case-files.
10. Completes and oversees all use of the SCC SUN database system for the Parent Education Program.

11. Maintains confidentiality as it relates to clients, personnel, the agency and all records.
12. Develops and maintains effective working relationships with other agency staff, day care providers, representatives of funding and community organizations, and the public.
13. Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.
14. Performs other duties as required.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

EMPLOYMENT STANDARDS:

Knowledge of:

- methods and techniques of early childhood education;
- needs of children with physical and emotional challenges;
- methods and techniques of effective parenting skills;
- effective organizational and facilitation approaches;
- effective communication abilities, written and oral;
- child psychology and development and of family life education;
- child health and first aid;
- community resources; and
- case Management strategies.

Ability to:

- facilitate group meetings and lessons;
- conduct outreach to the community;
- analyze and interpret data, as well as educational and training needs;
- use computer programs, including Word and Excel; and
- develop and maintain effective working relationships and collaborations with other agency staff members, parents, and school officials and staff.

MINIMUM QUALIFICATIONS:

- Must possess a combination of the following education and experience:
 - A.A. or B.A. in Early Child Education, Psychology, Education, or a related field.
 - Qualify for or possess a Child Development Teacher Permit under the Child Development Matrix.
 - Possess at least one year of experience working with children and/or in Parent Education.
- Bi-lingual English/Spanish required, bi-literate preferred.

OTHER REQUIREMENTS:

- Must be able to lift up to 25 lbs.; some lifting & bending is required.
- Must possess a valid CA driver's license, have access to a motor vehicle incidental to the performance of the work, and be insured.
- Must provide valid CPR certification and Pediatric First Aid training certificate within 30 days of employment.
- Must pass a criminal background check.
- Must undergo Health Screening and TB test within 7 days of employment.
- Must provide transcripts of college courses prior to beginning employment.
- Must sign a "Mandated Reporter" agreement, which requires employee to report suspected child or elder abuse.

UNION:

The Parent Educator position is represented by the SEIU bargaining unit.

RATE OF PAY AND HOURS:

- This is a limited-term, non-exempt, 40 hr/wk position, which will last up to 4 months.
- The salary range is \$13.81-\$15.77/hr, depending upon experience (plus a \$0.40/.10 per hour bilingual/bi-literate differential upon passing a test administered by the HR department).
- Hours are typically Monday-Friday, 9am-5pm, though some evening and weekend hours are required.
- Regular onsite attendance is required of this position.

BENEFITS:

- Paid holidays and sick leave.
- Paid lunch if applicable.

TO APPLY:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302) or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of race, religion or religious dress and grooming, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, breastfeeding, gender, gender identity/expression, color, marital status, or medical condition.