

PRENATAL - 3 FAMILY EDUCATOR	
REPORTS TO	Prenatal – 3 HV Supervisor
DEPARTMENT	Child and Family Development Programs
PROGRAM ASSIGNED	Head Start/OPK
LOCATION	County
SUPERVISORY	No
FTE STATUS	100% (12 months a year)
FLSA STATUS	Non-Exempt
SCHEDULE	M-F, 8:00AM-4:30PM
SALARY RANGE	\$24.78-\$42.39/ Hour

PRIMARY PURPOSE

This position will plan and implement a weekly home-based program for 10-12 families prenatal-3 years of age. This position will coordinate the integrated delivery of child development, social services, health, nutrition and parent involvement using approved program curriculum. Provide support for mental health and disabilities services and provide bi-monthly group socialization experiences for children and families in accordance with program, state and federal guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan and implement developmentally appropriate home-based learning, which meet the Head Start Early Learning Outcomes Framework, Performance Standards, School readiness Guide and program goals, supporting progress and growth in the cognitive, emotional, social, and physical domains for each child.
2. The ability to implement and support developmental parenting that includes respectful, culturally responsive, and trusting relationships with families. Recognize, accept, and support individual differences and learning styles as reflected in activities and adult's interaction with children.
3. Applies working knowledge of parent-child interaction focusing on positive parenting skills and strategies to support healthy attachment and development.
4. Help parents learn problem solving and coping skills by providing active listening and/or by referring them to appropriate community agencies.
5. Encourage parent involvement in all areas of the program.
6. Home visits and socializations will be completed in accordance with program requirements and Performance Standards.
7. Collaborate with families to develop and implement activities for home visits and socializations that are individualize for their child's interests and goals.
8. Regularly observe and assess children's developmental progress and make individual child plans with parents, documenting and referring concerns to the Disabilities Specialist.
9. Insure baseline screenings, ongoing assessments, and data collection are completed to allow for individualizing activities that meet children's developmental needs including IFSP goals as needed.
10. Work with families to meet immunization requirements as necessary.
11. Support expectant families in understanding healthy prenatal development, including risk factors, healthy nutrition, labor and delivery, importance of prenatal and postpartum maternal care, maternal mental health issues, importance of breastfeeding, home and infant safety, and brain and fetal development using program curriculum and community resources.



12. Support parents in transitioning between program delivery models and/or to community partners.
13. Collaborate with supervisor and/or content specialist to best serve and provide for the delivery of needed services to families and children in areas of health, nutrition, social services, mental health and special needs.
14. Maintain complete records and monitor for accuracy on individual children and their families within program time frames.
15. Attend monthly parent meetings, assisting with planning, meal preparation and clean-up, and arranging for child care.
16. Conduct orientation for all components and complete initial in-take forms and documentation for all new families entering the program.
17. Develop plans with each assigned family using assessments and identified needs, building on strength and interests; all components must be addressed.
18. Must maintain a working knowledge and implement program plans, policies and Head Start Program Performance Standards.
19. Fulfill requirements as a Mandatory reporter.
20. Other duties assigned.

OTHER DUTIES AND RESPONSIBILITIES

1. Be a respectful, cooperative, and reliable team member, consistently treating co-workers, families, and community partners with respect and dignity.
2. Contribute to the operation of the program by attending and participating in program staff meetings; and sharing information gained through attendance at required trainings, workshops, and consultations.
3. Support in the evaluation and planning of program goals and plans.
4. Maintain professional and collaborative relationships by supporting and implementing position related duties of program contracts, MOU's and interagency agreements.
5. Maintain professionalism in dress and manner: Arrive to work on time, ready to work and participate. Meet program timeframes, checking email daily as well as site specific communication systems.
6. Ensures and maintains strict confidentiality of all sensitive information.

Code of Conduct:

Perform all work in compliance with program plans, policies, Head Start Program Performance Standards, and CAT Codes of Conduct.

Confidentiality:

Respect and maintain program and client confidentiality policies regarding enrolled children and families, personnel issues, and other program operations as appropriate. Continuously ensure strict confidentiality of all sensitive information encountered while performing the duties of the position.

Training:

In consultation with supervisor, develop professional work goals and development plan, participating in training as requested.

JOB/BEHAVIORAL COMPETENCIES

1. Experience and education in children's learning styles.
2. Evidence of organizational skills with attention to detail.
3. Must have dependable transportation and/or valid driver's license and auto insurance.



4. Evidence of ability to work in a cooperative team manner, coordinate directly with members of management, able to follow directions and program rules and policies.
5. Must be on the Central Background Registry, pass a pre-employment drug screening and have completed a TB screen.
6. Must be willing and available to work flexible hours, occasional evenings or weekends; also, to include the ability to attend meetings and trainings that may require out-of-town travel and overnight stays.
7. Must have intermediate working knowledge and skills with computers including Microsoft Office, Adobe, Google Drive, etc.
8. Ability to work with families from a diverse population.
9. Ability to de-escalate situations effectively, and to problem solve efficiently and bring issues to resolution.
10. Ability to return to task quickly despite constant interruptions.
11. Make decisions independently in accordance with established policies, and use initiative and judgment in carrying out tasks and responsibilities. Utilize problem identification and resolution techniques.
12. Establish and maintain records, reports and statistical data.
13. Remain calm and use good judgement during confrontational or high-pressure situations.
14. Understanding effective mentoring and modeling strategies.
15. Ability to adhere to program rules and program requirements.

COACHABILITY - JOB DESCRIPTION ESSENTIAL FUNCTION

1. Complete designated job tasks, special projects and all other duties as assigned to meet team, department, and Community Action Team, Inc. goals, while working cooperatively, efficiently, and productively in a team environment.
2. Actively demonstrate high levels of employee engagement, accountability, coachability, and responsibility for personal performance and results.

COACHABILITY – JOB DESCRIPTION KNOWLEDGE, SKILLS ABILITIES

1. **Growth Oriented** - Seek out and approach training opportunities with active engagement and curiosity, while learning and exhibiting understanding of Community Action Team, Inc policies, protocols, and performance expectations. Demonstrate initiative to incorporate and implement learning principles from informal and formal training, as well as feedback from leaders and co-workers. Actively pursue professional development opportunities to add value to Community Action Team, Inc, including learning, adopting, and quickly adapting to new techniques and technologies used in the changing utility industry.
2. **Accountable** - Actively demonstrate accountability and responsibility for both work product results and the impact behaviors and decisions may have on the ability of others to do their jobs well. Work cooperatively in a team environment, while consistently demonstrating collaborative, respectful and productive work habits.
3. **Coachable** - Receive, interpret, and implement job-related instruction, guidance, coaching, and training (both formal and informal) while progressively improving skills and overall success in performing assigned duties. When issues of poor performance or negative behaviors are raised,

incorporate feedback in a constructive manner that demonstrates understanding of the concern and an ability and willingness to achieve the required consistent and sustained improvement.

MINIMUM QUALIFICATIONS AND EXPERIENCE

1. Credential or Certification in social work, human services, family services, counseling or other related field, within 18 months of hire, REQUIRED.
2. AA degree in Early Childhood Education.
3. Must have two years teaching and/or home visiting experience with prenatal-3 population.

PREFERRED:

1. Baccalaureate or advanced degree in early childhood education; or a baccalaureate in human services, social work or related field.
2. Experience or training in providing social services or parent training for families.
3. Experience working with at risk families.
4. Bilingual skills preferred.

PHYSICAL DEMAND

☐ Lifting	☐ Pulling	☐ Reaching	☐ Manipulating
☐ Carrying	☐ Pushing	☐ Shoveling	☒ Keying/typing
☐ Other (specify)			

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.			X	
Between 1 & 5 lbs.			X	
Between 5 & 25 lbs.		X		
Between 25 & 60 lbs.	X			
More than 60 lbs.	X			

☒ Sitting	☒ Standing	☒ Walking
☒ Stooping	☒ Bending	☐ Confined
☐ Other (specify)		

MENTAL OR VISUAL DEMAND

	Occasional mental and/or visual attention; the operation/task performed is either close to being automatic or the duties require attention only at long intervals.
	Frequent mental and/or visual attention; the flow of work is either intermittent or the process involves intermittent checking or interacting with others.
X	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor and respond to various situations.



☐	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
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☐	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.
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WORKING CONDITIONS

☐ Dust	☐ Dirt	☐ Heat	☐ Cold
☐ Fumes	☐ Noise	☐ Vibration	☐ Water
☐ Other (specify)			

☐	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
X	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
☐	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
☐	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
☐	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

ATTENDANCE

1. Typical schedule is Monday-Friday
2. Hours are generally 8:00 AM – 4:30 PM with occasional need for weekend or off-hours support for events, trainings, etc.

SAFETY

Compliance with regular safety guidelines is acceptable.

FLSA STATUS

Non-Exempt

CERTIFICATES/LICENSES

1. Food Handler's
2. Driver license
3. First Aid & CPR – Adult/Children

EEO CLASSIFICATION - This section should be completed by the Human Resources Department. It classifies positions for specific state and federal reporting requirements.

☐ Executive/Senior Level Managers (1.1)	☐ First/Mid-Level Managers (1.2)	☐ Professional (2)	☐ Technician (3)
☐ Sales (4)	☐ Administrative Support Workers (5)	☐ Craft Worker (6)	☐ Operative (7)



☐ Laborer (8)

☐ Service Worker (9)

SIGNATURES & DATES - The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements.

NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>