

**TRI-COUNTY COMMUNITY ACTION, INC.**  
**PROJECT HEAD START & EARLY HEAD START**

**JOB DESCRIPTION**

**JOB TITLE:** HS/EHS Parent Educator

**DEPARTMENT:** Head Start Birth to Five Programs

**CLASSIFICATION:** Full time; Non-exempt

**GENERAL DESCRIPTION:** Parent Educators will be responsible for direct delivery of services in the home that includes working with other components: education, nutrition, health, mental health, disabilities, and family service to integrate services into the family setting. Parent Educators have a case load between 10-12 families and make a 1 ½ hour home visit per family each week. Plan and implement two group socializations monthly for parents and children which will enhance the parent's ability to fill the role of primary teacher of their child. Ensure each child has completed health services and disabilities if needed.

**QUALIFICATIONS:** High School diploma or GED necessary. Some college preferred. Child Development Associate Degree (CDA) or Certificate I preferred. CDA or Certificate I is acquired within one year from first day of employment.

**EXPERIENCE:** The Parent Educator must be able to work unsupervised and also be able to respond positively to guidance and supervision. Good communication skills are necessary for interaction with families and for utilizing opportunities to speak before groups. Must be flexible, warm and genuinely care about families and children assigned to him/her. He/she must have integrity and good moral standards and behave in such a way as to promote the development of good moral standards in the families assigned to the Parent Educator.

**DUTIES:**

- Locate through recruitment, children for the Birth to Five program that are eligible for participation in the Home Base program.
- Administer developmental and all sensory screening within 45 days of entry into the program as well as making sure they have a medical home.
- Ensure that all children have a physical, dental, and up to date immunization before entry into program.

- Be responsible for delivery of all required health services to children so that children receive medical and dental screenings within 90 days of entry.
- Will be responsible for a case load of 10-12 families and for doing a 1 ½ hour home visit with each family weekly.
- Responsible for doing ongoing assessment on each child on their caseload as well as entering in the data base.
- Must maintain an up-to-date child file for each child on their case load.
- Must plan and train parents to conduct weekly activities for their children.
- Conduct intake interviews and assessments with families that describe their goals, school readiness goals, strengths, resources and network, as well as necessary services.
- Promote food activities in the form of nutritional handouts and nutritional recipes for families on a weekly basis.
- Arrange two socializations each month for parents to interact and network with other parents so that children will be able to interact with other children.
- Offer transportation to enrolled families to monthly socializations.
- See that parents receive education in the areas of nutrition, health, social services, education during orientation.
- Observe, record and report significant changes in behavior in children and families.
- Be knowledgeable about and sensitive to each family's values, beliefs, traditions, cultural influences, makeup, and circumstances.
- Work with families representing different cultures, using a culturally competent and flexible approach.
- Assist enrolled families in obtaining necessary resources by making referrals when needed and follow-up on referrals.
- Prepare weekly lesson plans and activities for each family served.
- Prepare educational materials required to implement Growing Great Kids/Growing Great Families.
- Maintain home visit materials and books in good condition and leave such materials in orderly arrangement for use of others.
- Work with Family Advocates to ensure that Home Base has parents that serve on Policy Council.
- Maintain current information on community resources and participate in local interagency council meetings like CRCG.

- Work with other staff to secure volunteer time and in-kind donations to meet program non-federal share and see to it that proper records of volunteer time and donations are maintained on the volunteer and in-kind form.
- Responsible for working on and obtaining a CDA or Certificate I as soon as employed.
- Responsible for knowing Head Start Performance Standards and Program Policies and Procedures and work to see that all are met according to timelines.
- Effectively utilize supervisory professional development and technical assistance resources to improve competence.
- Participate actively and effectively in professional development activities to enhance your job performance.
- Keep accurate mileage sheets and file with your supervisor for reimbursement.
- Assist with monitoring the condition of Head Start vehicles, reporting any misuse or required maintenance and cleaning out any refuse that may be in vehicle.
- Must possess a valid Texas Driver's license and private insurance and be insurable by agency's insurance company.
- Must be able to lift 20 to 25 pounds, if needed.
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Regular work hours are 8:00 a.m. until 4:30 p.m. Any schedule variation must be approved by supervisor.
- Follow the four agency Behavior Competencies: Integrity, Teamwork, Professionalism and Compassion.
- Performs any other assigned tasks relevant to the effective operation of the program or other task assigned by supervisor.

**SUPERVISORY DUTIES:**

None

**IMMEDIATE SUPERVISOR:**

Home Base Manager

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

