**Community Action Partnership of Cambria County**

**Early Head Start Family Educator (Hourly Non-Exempt)**

Reports to: Education/EHS Manager Department: Early Childhood

Classification Group: K

Date: October 26, 2022 Approved by: Jeffery L. Vaughn

Executive Director

**JOB SUMMARY**:

1. The position of Family Educator involves specialized work in developing and maintaining Home Based Educational Programs between the Early Head Start Program and parents of Early Head Start participants.
2. The position of Family Educator is responsible for providing weekly home visits to pregnant women and parents of infants and toddlers and facilitating socializations twice a month for each child and family.
3. Work involves preparation or development and administration of:
   1. Agency Early Childhood policies and procedures
   2. Agency Family Partnership Agreements
   3. Marketing services on behalf of Early Head Start, Head Start, Head Start Supplemental Assistance, and Pennsylvania Pre-K Counts Programs.
4. This position is supervised directly by the Education/EHS Manager.

**ESSENTIAL RESPONSIBILITIES:**

* + 1. Ensures all children are appropriately chaperoned and never left unattended in all situations such as facility, playground, or community outing.
    2. Plans, along with the Education/EHS Manager, the EHS Home Based Program.
    3. Recruits and enrolls new EHS families.
    4. Works with a scheduled quantity of families, with each visit lasting 90 minutes in the family’s home and facilitating socializations twice a month for each group of children, families, and pregnant women.
    5. Educates parents in aspects of health, education, nutrition, and social services based on the family’s individual needs and interests during home visits.
    6. Assists in meeting Health Component and Family Service needs and goals.
    7. Observes and assesses children, developing and implementing appropriate lesson plans pursuant to required timelines, using the Individual Program Room Self-Assessment Plan for developing strategies to enhance outcomes.
    8. Ensures parents’ participation in planning and evaluating the home visit by educating them in child development and observation methods.
    9. Utilizes the home and involves the family in all aspects of the program to promote the concept of parents as prime educators of their children.
    10. Plans and conducts group socialization(s) based on developmentally appropriate practices which support children’s individual needs and interests, and which encourage social interactions.
    11. Completes a Family Partnership Agreement with each family within 90 days of enrollment and makes referrals and periodically updates to meet identified needs.
    12. Documents all visits and all canceled/rescheduled home visits monthly in ChildPlus.
    13. Provides families with Mental Health information including behavior management, self-esteem, problem solving, etc. and makes them aware of the availability of community resources.
    14. Supports the development of cognitive, physical, social, and emotional development within the framework of the Parents as Teachers for a Health Baby and Creative Curriculum.
    15. Coordinates and participates in community activities and events on behalf of EHS as requested.
    16. Records and updates all associated records.

**ADDITIONAL RESPONSIBILITIES**:

1. Maintains up-to-date records (i.e. home visit reports, Creative Curriculum Continuums, referrals).
2. Assists with maintaining enrollment to fill 12 slots.
3. Schedules a minimum of 48 visits with each enrollee annually.
4. Attends evening meetings and participates in job related training as required.
5. Follows the program procedures relating to confidentiality.
6. Performs overnight travel as required.
7. Mandated Child Abuse/Neglect reporter
8. Performs other reasonably related duties as assigned by immediate supervisor and other management as required.
9. Must pass initial and tri-annual physical exam and TB screening.

**KNOWLEDGE, SKILLS, AND ABILITIES**:

1. Working knowledge of computers, including MS Word, Excel, and related programs.
2. Working knowledge of social service systems, geographic area.
3. Proficient oral and written communication skills including effective listening skills.
4. Ability to deal tactfully with the public.
5. Working knowledge of outcome-based services.
6. Pediatric First Aid and CPR Certification.

**MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:**

1. Minimum of an Infant/Toddler CDA or obtain an Infant/Toddler CDA within 180 days from date of hire or equivalent coursework or an Associate degree in ECE or related field.  (Required)
2. Current PA driver’s license and reliable transportation. (Required)
3. Free of Child Abuse/Neglect history as verified by proper authorities. (Required)
4. Must obtain Child Abuse, PA State Police, and FBI Fingerprinting Clearances prior to starting employment. (Required)
5. Must meet vaccination requirements set by funding sources. (Required)
6. Minimum one year of previous work experience in home visiting. (Preferred)
7. Training in Pre-Natal Development. (Preferred)
8. Experience working with pregnant women. (Preferred)

EMPLOYEE’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_