



Job Description:  
***Welcome Baby – Parent Educator***  
**a program of the**  
**Community Partnership for Children**

**Reports to:** Luann Travis, Executive Director contact information [Ltravis@frc-sc.org](mailto:Ltravis@frc-sc.org)  
**Application deadline is August 8, 2016**

**Position:** The position will start at 30 hours a week and grow into a full time position within the first three months.

**Proposed Starting Date:** September 12, 2016

**Position Summary:**

*Welcome Baby*

The Parent Educator will be working in collaboration with a Family Resource Specialist to manage the *Welcome Baby* program. The *Welcome Baby* program is a Sheboygan County parenting program working in collaboration with area hospitals by providing first time parents with a *Welcome Baby* visit in the hospital and appropriate follow up services. A Family Resource Specialist will meet with first time parents to Welcome their Baby and discuss county resources that will support their parenting needs. The Parent Educator will respond to referrals made by the Family Resource Specialist for the Parents as Teachers Home Visitation program. The Family Resource Specialist and Parent Educator will work as a team in meeting the needs of first time parents, data collecting and creating a comprehensive system of effective services and communication.

*General Summary of Home Visitation*

The Parent Educator will provide personal home visits to parents of children from birth through 3 years old using the Parents as Teachers Home Visitation model of services. Home Visitation promotes the optimal early development, learning and health of children by supporting and engaging their parents and caregivers. The Parent Educator will provide developmental screenings, support the family's parenting goals, and assist parents in identifying and accessing community resources and services. Home visitation services are family-centered, strength-based and directed at establishing a trusting relationship.

**Tasks and Responsibilities:**

Within the limits of the agency's program, policies and procedure, the Parent Educator will be responsible for the services listed below and is accountable to the agency's Executive Director.

**Direct Service:**

- Represent the *Community Partnership for Children (CPC)* initiative by providing home visitation services.
- Co-create with the Family Resource Specialist a comprehensive and collaborative service of support called *Welcome Baby*.
- Completion of National Parents as Teachers training and be certified. (Provided by FRC)

- Complete additional trainings and certifications that meet home visitation standards (Provided by FRC).
- Continue professional growth through an ongoing program of workshops, seminars, conferences and/or advanced course work as assigned (Provided by FRC).
- Schedule home visits in collaboration with the needs of the enrolled families.
- Establish and maintain professional boundaries, while providing supportive services.
- Manage data, records and required reports.

#### **Community Relations:**

- Develop and maintain a strong relationship with CPC partners.
- Attend and participate in CPC workgroups.
- Participate in state, local and agency committees appropriate to level of responsibility.
- Work collaboratively with community partners to provide appropriate referrals to community resources.

#### **Administrative:**

- Skills in data systems, collection and reporting.
- Input data from *Welcome Baby* visits; demographics, family information and other required fields.
- Prepare required statistical data, analysis, and reports to assist in program assessment and development.
- Available to work flexible hours – day time and early evenings.
- Attends all FRC staff meetings, training and group meetings.
- Performance of other related duties as assigned by Executive Director.

#### **Qualifications:**

- Bachelor's Degree required in social work, family systems, early childhood education, or a related field.
- Preferred previous experience with working in home visitation services.
- Preferred experience with participating in or creating community collaboration.
- Valid Wisconsin driver's license, with access to reliable and insured vehicle.

#### **Knowledge, Skills, and Abilities:**

- Ability to organize, prioritize and work independently.
- Ability to complete all required forms and documentation in a timely manner.
- Oral and written communication fluency.
- Skills in data collection and data systems.
- Comply with a background checks.
- Knowledge of Sheboygan County's resources.
- Respect for families of diverse socio-economic status, race, ethnicity and ability to engage them in dialogue regarding personal issues.
- Commitment to concept of primary prevention and strength-based program philosophy.
- Knowledge of child growth/development, parent-child relationships, positive child guidance, and developmentally appropriate practices.
- Ability to work as part of a positive and strong team of peers within the organization.

#### **Physical Demands:**

- Must be able to access a variety a residential homes.
- Comply with a background check and hospital screening programs, which includes up-to-date immunizations and flu shot.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions within ADA guidelines.

**Salary range and benefits:**

Employer supported:

- Hourly wage based on experience and education
- 10 paid personal days per year after 6 month training period
- Travel reimbursement for work related assignments or use of FRC vehicle
- Training opportunities supporting job related needs
- Employee Assistance Program (EAP)

Employee supported:

- Vision program available